



REF: Enrolment Policy 2016

Drumfad National School

Drumfad Lower, Kerrykeel, Letterkenny, Co. Donegal

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The School Enrolment Policy

The enrolment policy of Drumfad N.S. has been formulated in accordance with the provisions of the Education Act 1998. The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Eric Borland, Cloughfin, Rossnakill, Letterkenny, Co. Donegal and the principal of Drumfad N.S., Ms. Sara Nairn will be happy to clarify any matters arising from this policy.

General Information

Drumfad N.S. is a two-teacher Presbyterian school affiliated to Fannet Presbyterian Congregation and under the patronage of the Presbytery of Derry and Donegal. In addition to the two permanent staff two Special Education Teachers visit the school to work with groups and individual children. The school caters for boys and girls from Junior Infants to Sixth Class. Its catchment area consists of families that are affiliated to Fannet Presbyterian Church in Kerrykeel and Clondevaddock Church of Ireland Parish Churches.

In common with most primary schools the school depends on grants and teacher resources supplied by the Department of Education and Science. It operates within the regulations laid down, from time to time, by the Department of Education and Science. The school follows the curricular programmes prescribed by the Department of Education and Science which may be amended from time to time, in accordance with *Sections 9 and 30 of the Education Act (1998)*.

Equality of access is the key value that determines the enrolment of children to the school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, political beliefs and values, family or social circumstances.

As an education establishment under protestant patronage the Board of Management reserves the right as stated in the *The Equal Status Act 2000, Section 7(3)* to fix the ratio between members of the sponsoring protestant communities and members of other denominations and faiths.

The Board of Management will not normally consider applications for enrolment on behalf of children already attending local primary schools. This is considered necessary (a) for the preservation of the Protestant ethos of the school (as the assumption could be reasonably made that there was not parental acceptance of such an ethos when initial choice of school was being considered) and (b) to avoid the transfer of a child from another school taking place for inappropriate motives.

Application Procedures

The enrolment of children in Drumfad N.S. is prioritised on the following basis:

- 1. Children of families belonging to Fannet Presbyterian congregation and Clondevaddock Church of Ireland Parish.**
- 2. Children of families from other Protestant congregations (Methodist, etc.) living in the parish and from other Presbyterian and Church of Ireland congregations.**
- 3. Siblings of existing pupils provided they are not already enrolled in another local national school.**
- 4. Children from inter-church families which do not fit into categories 1 – 3**
- 5. Children from other Christian groupings**
- 6. Children from other faiths**
- 7. Children with no religious affiliation**

Parents seeking to enrol their child(ren) in Drumfad N.S. are requested to return a completed Enrolment Application Form (available from the school) with the original Birth/Adoption Certificate and Baptismal Certificate to the school by 1st of May each year. The names for whom fully completed Enrolment Application forms and Certificates have been returned will be placed on a class waiting list.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Drumfad N.S. is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BoM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. size of / available space in classrooms**
- b. educational needs of children of a particular age**
- c. multi-grade classes**
- d. presence of children with special educational/behavioural needs**
- e. DES maximum class average directives**

Usually new entrants for the next academic year will be registered in May. New Junior Infants spend one informal period in the school at the end of June to familiarise themselves with their new environment. Junior Infants are only admitted to the school during the month of September.

Other pupils may be enrolled during the school year if newly resident in the area. Applications for enrolment on behalf of such children must also be accompanied by reports from the principal and class teacher of the child's previous school and, if it is acknowledged that the child has special educational needs or behavioural difficulties, relevant reports must be supplied.

Special Educational Needs

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. The Board of Management may request copies of medical and/or psychological reports in order to assess the school's ability to provide for the child's education. Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs. A copy of Drumfad N.S. Special Needs Policy is available for inspection.

Children enrolled in Drumfad N.S. are required to co-operate with and support the School/Board of Management's Code of Behaviour, Substance Misuse Policy as well as all policies on curriculum, organisation and management. The BoM places Parents/Guardians responsible for ensuring that their child(ren) co-operate with the said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.