ENROLMENT POLICY

The Board of Management has a written Enrolment Policy which is open for inspection by all parents in the school office and is available on the school website: www.stlaurences.ie - "Parents' Information"

- Junior Infant applications are made on a St Laurence's NS Application Form on a well-advertised date, well in advance of each school year.

- Each October, announcements re Junior Infant enrolment and the closing date for applications appear on our website, in the Parish bulletin, and are also made known to the school-going community.

- Application forms are completed and returned to the school on or before the closing date.

- The child's original Birth Certificate together with two proofs of address dated within three months of application, should accompany the application. One proof of address must be a utility bill. All of these documents will be copied and handed back immediately.

- Incomplete applications will be returned to parents/guardians and the applications will not be treated as being complete until such time as all requested information is received.

- The parents/guardians will receive written notification of the decision on enrolment or otherwise within 21 days of the closing date, or for late applications, on receipt of the fully complete application.

- Parents'/Guardians' right of appeal against a decision to refuse enrolment as provided in Section 29 of the Education Act 1998 will be included in this notification. In the event of such an Appeal the Board of Management will prepare a response for the Appeals Committee.

- The Board of Management have set the following criteria for enrolment to St Laurence's:

    1. Siblings of pupils currently enrolled in the school
    2. Children of staff
    3. Children living in the Parish/catchment area
    4. Other children.

    NB In the event of applications exceeding the number of places available, whilst observing the above criteria, places will be offered to the eldest applicants.

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- Only pupils who have reached the age of 4 years on their first day at school are eligible for enrolment.

- The Board of Management will determine the number of available places in the school, bearing in mind the current pupil/teacher ratio as laid down by the Department of Education & Skills and Health and Safety considerations. In the event that applications for enrolment exceed the number of places available in the school, places will be offered to the eldest of the applicants whilst observing the above criteria.

- Pupils who have already been in primary education and who wish to transfer to one of the Parish schools should apply directly to the school office.

- All prospective pupils and their parents are invited to meet the Principal and Class Teacher before entering the school.

- In very rare and exceptional circumstances the Board of Management may refuse to enrol a child in compliance with the above policy. For example, an exceptional case could arise where:

    - The pupil has needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education.

    - In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

- This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.

- This policy will be renewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____

Signed: _____ Signed: _____
Chairperson of Board of Management Principal

Date: _____ Date: _____

Date of next review: _____