

Naas Community National School

Admissions Policy

2020 - 2021

Introduction:

This policy outlines the admissions procedures in Naas Community National School (in line with the Education Act, 1998).

General Information:

Naas Community National School operates within the regulations laid down by the Department of Education and Science (DES) and follows the Primary School Curriculum (DES, 1999) 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. The on-going internal monitoring by principal and staff will be supported by external evaluation by the DES Inspectorate.

Naas Community National School is a Co-Educational, Multi-Denominational Primary School and is under the Patronage of the Kildare Wicklow Education and Training Board (KWETB). It is the policy of the school to respect, celebrate and recognise diversity in all areas of human life. Children attending this school will be taught and encouraged to view diversity as something which reflects the school community. The school will endeavour to encourage the children in its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Naas Community National School welcomes children from all faiths and beliefs.

Situated at the Craddockstown Education Campus, Naas, Co. Kildare. Naas CNS caters for the full range of Primary Classes from Junior Infants to 6th class.

Under the Patronage of Kildare Wicklow Education and Training Board, a Board of Management has been established which is committed to the successful implementation of relevant legislation, in particular the Education Act, 1998, the Education Welfare Act, 2000 and the Equal Status Act, 2000. The Board of Management will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

The Admissions Policy will be subject to regular review and possible change and the Application Procedures will be subject to regular review by the Board of Management.

Application Procedure for a School Place for September 2020

There will be one class of 27 Junior Infants starting in September 2020. We may have a further 27 places in Junior Infants subject to the approval from the Department of Education.

1. Registration for 2020/2021 school year commences from 1st September, 2019.
2. Closing date for applications is **Friday November 8th** at 12:00 noon.
3. All applications for places received will be responded to within 21 days of the closing day for the submission of applications.
4. Applications for places in Naas CNS made after this date will be placed on a waiting list.
5. Places are offered on chronological age basis within each category, starting with Category 1 after the closing date.
6. Priority will be given to children satisfying the criteria as set out in Category 1-7 (as stated below) of the application procedure.

To assist parents with their applications and to provide information on Naas Community National School, an Information Afternoon will be held in the school on the Thursday 24th October 2019. The school will notify all families who have applied for a place in the school by email/ post about the meeting (this does not constitute an offer of a place). Also the school will advertise the times and dates of the Information Afternoon in the local newspaper: Leinster Leader and via the school website www.naascns.ie and Twitter account (@naascns). Application Forms can be obtained from the School Secretary in Naas CNS. These forms can also be downloaded from our school website.

An Application for a place does not guarantee a place in the school.

Decisions in relation to applications for enrolment are made by the Principal in consultation with the Board

Information for Junior Infant Applications

- Applicants must be at least four years of age before the first day of January of the year which they apply. (Compulsory attendance at school does not apply until the age of 6 years).
- Children will graduate from Naas CNS on finishing 6th Class or 8 years of primary education on 31st August on/ or before their 14th birthday.
- Junior Infants starting school will normally not be enrolled after 30th September.
- Every effort will be made to accommodate all applicants, however there are only 27 places available with a possibility of a second Junior infant class pending approval from the Department of Education.
- Places will be offered based on the criteria below, in order of priority, beginning with the first category.

All Application Forms must be submitted by 12:00 noon on Friday 8th November 2019

Category Details for offering places at Naas CNS

Category	Criteria	
1	<ul style="list-style-type: none"> • Brothers and sisters (including step-siblings, resident at the same address) of children currently attending Naas CNS. <i>The child must have turned four years of age by January 31st of the year of application for a place.</i> 	<ul style="list-style-type: none"> • Born on or before 31st January 2016
2	<ul style="list-style-type: none"> • All other children living in the Naas Catchment Area. <i>The child must have turned four years of age by January 31st of the year of application for a place.</i> 	<ul style="list-style-type: none"> • Born on or before 31st January 2016
3	<ul style="list-style-type: none"> • All other children living outside the Naas Catchment Area. <i>The child must have turned four years of age by January 31st of the year of application for a place.</i> • Children of current staff members. 	<ul style="list-style-type: none"> • Born on or before 31st January 2016
4	<ul style="list-style-type: none"> • Brothers and sisters (including step-siblings, resident at the same address) of children currently attending Naas CNS. 	<ul style="list-style-type: none"> • Born on or between 01st February 2016 & 31st August 2016

	<i>The child must have turned four years of age between 1st February and 31st August of the year of application for a place.</i>	
5	<ul style="list-style-type: none"> All other children living in the Naas Catchment Area. <i>The child must have turned four years of age by between 1st February and 31st August of the year of application for a place.</i> 	<ul style="list-style-type: none"> Born on or between 01st February 2016 & 31st August 2016
6	<ul style="list-style-type: none"> All other children living outside the Naas Catchment Area. <i>The child must have turned four years of age by between 1st February and 31st August of the year of application for a place.</i> Children of current staff members. 	<ul style="list-style-type: none"> Born on or between 01st February 2016 & 31st August 2016
7	<ul style="list-style-type: none"> Late applications will be put on a waiting list and offered places in accordance with the above criteria as places become available. 	<ul style="list-style-type: none"> Applications after 12:00 noon on the 8th November 2019

Waiting List:

All unsuccessful applicants will be placed on a waiting list for places that may become available at a later date. Parents will be informed in writing by post. All waiting lists for Junior Infants will be cleared after the 30th September 2019 and parents will have to reapply for the following September.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

Application for a place alone does not guarantee a place in the school.

Decisions in relation to applications for enrolment are made by the Board of Management.

Return of Forms of Acceptance:

- Letters of offer for places in Junior Infants will be made by post within 21 days of the closing date for receipt of applications, 8th November 2019.
- All completed paperwork associated with the Application Forms must be returned to the address on the form by 12:00 noon on the 13th of December 2019.

It is the duty of parents to ensure that, by 12:00 noon on the 13th of December 2019 that Naas Community National School has:

1. An original long **Birth Certificate** (together with a photocopy of same) **and**
2. **Two** of the following as proof of address (these must be dated within two months of application);
 - ESB Bill,
 - GAS Bill,
 - Telephone Bill (Landline only),
 - Lease Agreement
 - Bank Statement

If the school does not receive this documentation by the 12 noon, 13th of December 2019., the Board of Management will assume that the place is not being accepted and will be offered to the next child on the waiting list. There will be an introductory meeting for parents of incoming Junior Infants in June 2020.

Equality Access:

No child will be refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity or political beliefs and values.

Enrolment of pupils transferring from another school

Pupils may transfer to the school at any time, subject to admissions policy, available spaces and in relevant cases with the approval of the DES. All reports and relevant documentation from previous schools must be forwarded in advance of the enrolment. All waiting lists for the current school year for students seeking places in Senior Infants to Sixth class will be cleared on January 31st.

Enrolment of pupils transferring from other countries

As with pupils transferring from other schools, pupils may transfer to the school at any time, subject to the admissions policy, available space and in relevant cases with the approval of the DES. In the case of children who are transferring from other countries however, it may take a number of weeks of assessment before a suitable class is determined. Parents are required to forward all relevant reports and documentation from the child's previous school.

Enrolment of children with Special Needs

The Board of Management shall insist that DES provide the resources required to meet the educational and

learning needs of the child as outlined in the relevant psychological or medical report prior to the child starting in the school.

The Board shall require a copy of the child's medical and/or psychological report. Where a report is not available, the Board shall require the parent to have the child assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational and learning needs of the child relevant to his/her special need and to profile the supports required. Following receipt of the report, the Board shall assess how the school could meet the needs specified in the report.

Where the Board deems that further resources are required, it shall apply for provision of necessary resources. These resources may include for example, access to or the provision of any or all of the following: Special Educational Teacher (SET), Special Needs Assistant (SNA), specialised equipment or furniture, transport, and/ or other service.

The school shall meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

Pupils transferring to another school

Once a pupil has been offered a place at Naas Community National School, transfer to another school may only be affected in accordance with N.E.W.B. procedures. Naas CNS must be informed, in writing, of the new school details, including the school address and contact numbers.

This Policy was ratified by the Board of Management on 18/09/19

Chairperson : 

Date: 18th Sept '19