

Brannoxtown CNS

Admissions Policy

Brannoxtown Community National School (CNS) is a primary school under the Patronage of the Kildare and Wicklow Education and Training Board (KWETB). Brannoxtown CNS opened in September 2018 with a new Principal, Dr. Sarah FitzPatrick and a new Single School Manager, Dr. Rory O' Toole. Brannoxtown CNS operates within the regulations laid down by the Department of Education and Skills (DES) and follows the Primary School Curriculum (DES, 1999) which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

The Principal, the Single School Manager and the Board of Management (when established) will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality, in the development and implementation of all School Policies for Brannoxtown CNS.

Introduction

This policy outlines the admissions procedures in Brannoxtown CNS (in line with the Education Act, 1998) and the Education (Admission to Schools) Act (2018). The ethos at Brannoxtown CNS is to recognise and respect diversity in all areas of human life. Children attending Brannoxtown CNS learn that diversity reflects the school and broader community and that difference, when respected and valued, strengthens the school community and the wider community in which we live. As part of its ethos, Brannoxtown CNS welcomes children from all faiths and beliefs. This Admissions Policy which contains application procedures for place at Brannoxtown CNS was developed in August 2018 and is subject to regular review and amendment.

Application Procedures for a place in Brannoxtown CNS in September 2019

As a Developing School, Brannoxtown CNS welcomes children across all four primary school stages:

- Stage 1: Junior and Senior Infants
- Stage 2: First and Second Class
- Stage 3: Third and Fourth Class
- Stage 4: Fifth and Sixth Class.

It is intended that the number of children in each of the five classrooms at Brannoxtown CNS will not exceed 27. The schedule for enrolment at Brannoxtown CNS is as follows:

1. Registration for a place during the 2019/2020 school year commences from 1st September, 2018.
2. The closing dates for receipt of applications for a place at Brannoxtown CNS is on Thursday 28th February, 2019.
3. All applications for places received will be responded to within 21 days of the closing dates specified above.
4. In the event that the number of applications exceeds the number of available places, offers are made in accordance with the criteria outlined in Table 1 for each of the categories outlined.
5. Priority will be given to children who satisfy the criteria set-out in Table 1, beginning with Category 1.

To assist parents with their applications and to provide information on Brannoxtown CNS, an Information Meeting for prospective parents of children attending Brannoxtown CNS will be held in the school on Tuesday, 13th of February 2019.

All families who have applied for a place at Brannoxtown CNS will be notified by email about the Information Meeting (this notification does not constitute an offer of a place). The times and dates of the Information Meetings will also be published via:

- a. the local newspaper: the Leinster Leader
- b. the school website (www.brannoxtowncns.ie)
- c. the school Facebook Page (Brannoxtown CNS)

Enrolment Forms can be obtained by emailing the school: brannoxtowncns@kwetb.ie. Enrolment Forms can also be downloaded from the school website.

Note: An Application for a place, i.e., completion of an Enrolment Form does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Principal in consultation with the Single School Manager (and when established, the Board of Management) in accordance with this Admissions Policy.

Information for Junior Infant Applications

- Applicants must be at least four years of age before the first day of January of the year in which they apply. (Compulsory attendance at school in Ireland does not apply until the age of 6 years).
- Children will graduate from Brannoxtown CNS on finishing 6th Class or 8 years of primary education on 31st August on/ or before their 14th birthday.
- Junior Infants starting school should be enrolled by 30th September.
- Every effort will be made to accommodate all applicants.
- Places will be offered based on the criteria below, in order of priority, beginning with the first category.

Table 1. Criteria for offering places at Brannoxtown CNS

Category	Criteria	Explanation
1	<ul style="list-style-type: none"> • Brothers and sisters (including step-siblings, resident at the same address) of children currently attending Brannoxtown CNS. <i>The child must have turned four years of age by January 30th of the year of application for a place.</i> 	Born on or before 30 th January 2015
2	<ul style="list-style-type: none"> • All other children living in the Brannoxtown Catchment Area. <i>The child must have turned four years of age by January 30th of the year of application for a place.</i> 	Born on or before 30 th January 2015
3	<ul style="list-style-type: none"> • All other children living outside the Brannoxtown Catchment Area. • Children of current staff members. <i>The child must have turned four years of age by January 30th of the year of application for a place.</i> 	Born on or before 30 th January 2015
4	<ul style="list-style-type: none"> • Brothers and sisters (including step-siblings, 	Born on or

	resident at the same address) of children currently attending Brannoxtown CNS. <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>	between 01 st February 2015 & 31 st August 2015
5	<ul style="list-style-type: none"> All other children living in the Brannoxtown 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> 	Born on or between 01 st February 2015 & 31 st August 2015
6	<ul style="list-style-type: none"> All other children living outside the Brannoxtown Catchment Area. Children of current staff members. <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> 	Born on or between 01 st February 2015 & 31 st August 2015
7	<ul style="list-style-type: none"> In the event that places have been filled (to a maximum of 27 children per classroom), late applications will be placed on a waiting list and offered places in accordance with the criteria in this Table, as places become available. 	Applications after 31 st May 2019.

Waiting List

In the event that classes are full, late applicants will be placed on a waiting list for places that may become available at a later date and parents will be informed in writing. Any waiting lists 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.

Return of Forms of Acceptance

- Letters of offer for places in Junior Infants will be made by post within 21 days of the closing dates for each of the three rounds of applications.
- Completed paperwork associated with Application Forms must be returned to the school address by the dates specified on the Letter of Offer.

It is the duty of parents to fulfil requirements of the Application process by ensuring that Brannoxtown CNS receives the following:

- An original long Birth Certificate (and a photocopy of same)
- Two of the following as proof of address (dated within two months of application):
 - Utilities Bill (energy, phone, broadband)
 - Lease Agreement
 - Bank Statement

If the school does not receive this documentation by the date specified on the letter of offer, the child's place cannot be confirmed. In the event that the school has a waiting list, the place will be offered to the next child on the waiting list. When all enrolments are confirmed, an Introductory Meeting will be held for parents of incoming students, including Junior Infants, in June 2019.

Admissions to Brannoxtown CNS: Additional Information Equality of 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 the requirements of the 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.

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 requirements of 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, it may take a number of weeks of assessment before a suitable class (level) is determined. Parents are required to forward all relevant reports and documentation from the child's previous school.

Enrolment of children with Special Educational Needs

The school will require the Department of Education and Skills to 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 school 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 prior to enrolment in the school.

Pupils transferring to another school

Once a pupil has been offered a place at Brannoxtown CNS, transfer to another school must be provided in writing to Brannoxtown CNS and must include details of the new school, including the school address and contact numbers.

This Admissions Policy was adopted by the Single School Manager of Brannoxtown CNS on 28th August, 2018.

Signed: _____

Date: 28th August 2018

Dr. Rory O' Toole
Single School Manager

Signed: _____

Date: 28th August 2018

Dr. Sarah FitzPatrick
Principal