



## **OUR LADY OF CONSOLATION SCHOOL**

### **ENROLMENT POLICY**

*The Board of Management of Our Lady of Consolation School has set out its enrolment policy in accordance with the provisions of the Education Act, 1998 and the Education Welfare Act, 2000. The Board of Management trusts that by doing so, parents will be assisted in relation to enrolment matters.*

*The Cathaoirleach of the Board of Management, Eamonn O Dúlainn and the Príomh Óide, Ms Aoife Ní Bhreacháin will be happy to clarify any further matters arising from the policy.*

*The Board of Management, in its management of the school is bound by the Department of Education & Science's Rules for National Schools and this school's enrolment policy is subject to "any directions which may be issued from time to time by the Minister" and operates under the Patronage of the Catholic Archbishop of Dublin.*

1. Parents seeking to enrol their child(ren) in Our Lady of Consolation National School are requested to return a completed Enrolment Application Form (available in the office) with an original Birth / Adoption Certificate to the school as soon as practicable before the commencement of the school year on Sept 1. Children should be four years of age before or during the September of their enrolment.
2. The names of children for whom Enrolment Application forms and Birth / Adoption Certificates have been returned, will be placed on a class waiting list.
3. Children with special educational needs are welcome to apply for a place in OLOC NS.
4. In the event of the number of children seeking enrolment in any given class / standard exceeding the number of places available preceding or during the school year (due to the BoM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment.
  - a. **Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest**
  - b. **Children living within the parish boundaries. – priority to oldest**
  - c. **Other children living within parish boundaries.**
  - d. **All other applicants**
  - e. **In the event of being unable to enrol a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list.**
5. Other pupils may be enrolled during the school year
6. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy.
7. An Open Day / evening for prospective pupils and their parents will be held in May/June each year.
8. 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.
9. Children enrolled in our school are required to co-operate with and support the School / Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation & management.

Signed: \_\_\_\_\_  
Eamonn O' Dúlainn(Chairperson)

Date: Oct 2018

Review date: October 2020