



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

Enrolment Policy

(UPDATED AND AGREED BY THE BOARD OF MANAGEMENT – 12TH OCTOBER 2016)

School: Stonepark National School
Address: Stonepark, Longford, Co. Longford.
Telephone: 043 - 3346036
Fax: 043 - 3347209
E-mail: stoneparkns@eircom.net

Denominational Character: Roman Catholic Mixed
Patron: Bishop Francis Duffy – Diocese of Ardagh & Clonmacnois
Chairperson of B.O.M.: Fr. Michael- McGrath

School Principal: Ms. Meriel McCord

School Hours: 9:20a.m. – 2:00p.m. Junior & Senior Infants
9:20a.m. – 3:00p.m. 1st - 6th Classes

Stonepark National School is dependent on the Department of Education and Skills (DES) for grants and teacher resources. The school operates within regulations laid down by the DES. These matters have been taken into consideration when devising our admission policy.

Stonepark National School follows the curricular programme prescribed by the DES. This programme may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, the school supports the principle of:

- ❖ The inclusiveness, particularly with reference to the enrolment of children with disability or other special educational needs;
- ❖ Equality of access and participation in the school;
- ❖ Parental choice in relation to enrolment;
- ❖ Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Parents seeking to enrol their child(ren) in Stonepark National School are requested to return a completed Enrolment Application Form (available in the office), with an original Birth Certificate, to the school by 3.00 pm on 1st March or 3.00pm on the last school day before that date each year. The names of children for whom Enrolment Application forms and Birth Certificates have been returned, will be placed on a class waiting list. The class waiting list will be in operation until 15th September of the same year. After that date the waiting list will no longer be in operation. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, religion, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, political beliefs and values, family or social circumstances.



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Stonepark National School is also responsible for respecting 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. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- ❖ Size of / available space in classrooms
- ❖ Educational needs of children of a particular age
- ❖ Presence of children with special educational/behavioural needs
- ❖ DES maximum average class size directives

The Board of Management of Stonepark National School, in accordance with the DES Rules for National Schools, accepts applications from children who have attained the fourth anniversary of their birth by 1st September of the year of application.

In the event of the number of children seeking enrolment in Junior Infants exceeds the number of places available, the following order of criteria will be used to prioritise children for enrolment:

- Children of current school staff;
- Siblings (including step/foster-siblings, resident at same address) of children already enrolled;
- Siblings (including step / foster-siblings resident at the same address) of past pupils.
- Children living within the Stonepark area (See **Appendix** for details of this area)

In each of the above circumstances priority will be given to the oldest when accepting applications for Junior Infants. Applications for Junior Infants will be given priority over other classes. If consequent to the three criteria above for applicants being fulfilled, there are more official applications received than there are places available; these shall be filled on a lottery basis. The child's address for enrolment purposes is the child's primary residential address. **Acceptable proof of the child's primary residential address on the 1st March of the year of enrolment is required. (One utility bill will be sufficient)**

A waiting list will be in operation for all classes until September 15th of the year of admission.

Pupils may transfer to Stonepark National School during the school year, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. Transfers to the school in the third term will only be considered in exceptional circumstances. In addition the following matters will be considered and deemed relevant:

- (i) The provision of stability for the child and ensuring if practicable that the child stays at his/her current school if the school is more proximate to where he/she lives.
- (ii) The parent's reason for transfer

When a parent from another school in the vicinity applies for a place during term time the following procedure is followed:



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

- (a) The parent is advised to discuss the matter with the teacher or the principal in their current school and to resolve any difficulties there.
- (b) A meeting may then take place with the principal of Stonepark National School at which their case is listened to. The principal will advocate the child staying in the current school.
- (c) If after (a) and (b) above the child wishes to apply for a place in Stonepark National Schools, permission is sought for the principals of the two schools to discuss the matter. At this stage due account will be taken of the parent's reason for seeking the transfer.
- (d) After due discussion, if the parent continues to seek a transfer, applications made to Stonepark National School will then be accepted by the principal and dealt with in the usual way.
- (e) Applications will be referred to the next meeting of the Board of Management.

The Board of Management deems Stonepark National School to be full at 238 pupils. The Board of Management in arriving at this decision considers the current DES maximum average class size directive, available school space and the health and safety of the school community. Due to space restrictions and the health, safety and well-being of students and staff no individual class size is to exceed 32 pupils.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science and the National Council for Special Education to the Board of Management. Parents of children with special needs are requested to furnish the Board of Management with a copy of all relevant professional reports concerning the child's special needs. If such reports are not available the Board of Management will request the parent to have their child undergo all relevant professional assessments. The purpose of assessment reports is to assist the school in establishing the educational and training needs of the child, relevant to his/her disability of special needs and to profile the support services required. See 'special needs policy' for further specific details.

Children enrolled in Stonepark National School are required to co-operate with and support the School's Code of Behaviour, as well as all other policies on curriculum, organisation and management. The Board of Management stipulates that parents are responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

Our school adheres to **Rule 64(2)** which states if a child is absent for 15 consecutive days, the child is removed from the school Roll.

The Board of Management strongly encourages all parents to take out school insurance for each child they have in the school every September.



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

Appendix

‘Stonepark area’

The ‘Stonepark area’ referred to in the third of the three criteria used to prioritise children for enrolment in this Enrolment Policy is an area within the Catholic Parish of Templemichael & Ballymacormack that Stonepark NS has traditionally served. The B.O.M defines it as follows:

Houses in the townlands of

- Aghafad, Aghantrah,
- Ballinamore, Ballintempan, Ballyclare, Ballymakeegan, Ballymichan, Brickeens,
- Caldraghmore, Calf Park, Carraigeen, Carrowmanagh, Cartronageeragh,
- Cloonanny, Clooneena, Cloonkeen, Cloontirm, Cloonturk,
- Corlagan, Craane, Crockaun,
- Curry,
- Doonameran, Dunbeggan,
- Farneyhoogan**(please refer to note below),
- Fearaghfad,
- Garvagh, Glebe, Gorteenboy, Gowlan, Gragh,
- Knockanboy, Knockatarry Brickeens, Knockatarry Poynton, Knockagowny,
- Lisduff,
- Meelick, Mullaghavorneen,
- Newtown,
- Stonepark,
- Trillickacurry, Trillickatemple

and all houses not already in the above townlands that front onto

‘Clonterm Lane’ [signposted Cloontirm L1151] and minor roadways which branch off of it. *(The lane runs between ITM co-ordinates 611945,773525 and 611750,774905)*

‘Ballyminion Lane.’ *(The lane is a ‘cul de sac’ which connects to the N63 road at ITM co-ordinate 612380,774230)*

The section of the Longford to Moydow Road that runs between townlands of Glebe and Lisduff. *(The section of road between ITM co-ordinates 613555,773785 and 613835,773465)*

** The ITM co-ordinates are as per the Irish Transverse Mercator (ITM) mapping projection currently used by Ordnance Survey Ireland and viewable on maps available on www.osi.ie*

Please note:

****There are only three housing estates currently in the ‘Stonepark area’. These are:**

- **Aughafad Heights,**
- **Silver Birches**
- **The Rocks.**

Please refer to map enclosed.



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

If you move house having already filled in an application form you must call to the school and fill in a new application.

Please contact the school if you have any further queries on the above.

This policy will be updated every year.

Signed Date
Chairperson B.O.M



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

Enrolment Application

Name of Child: _____ D.O.B. _____

Date at which you require your child to start in Stonepark N.S.: _____ Class: _____

Father's Name: _____

Mother's Name & Maiden Name: _____

Home Address: _____

Telephone No. Home _____ Work _____ Mobile _____

Religious Denomination _____ P.P.S. No. _____

Parent's Occupation _____

Any Previous School Attended _____

If the above named persons are unavailable please contact:-

Name _____ Phone No. _____

Name _____ Phone No. _____

Does your child have any special needs which the school should be aware of e.g. eyesight, hearing, medical, allergies, emotional or other problems. _____

If it becomes apparent that your child could do with a bit of extra help e.g. with English or Maths do you give permission for him/her to go to a learning support teacher for 20-30 minutes daily for such help? _____

Do you give permission to the school to take your child straight to hospital in case of serious illness or accident? _____

Do you give permission for your child to take part in the stay safe programme and the R.S.E. programme? _____

Does any legal order under family law exist that the school should know about? _____

Do you give permission to the school to bring your child to games, drama, concerts, and religious instruction outside the school if it arises? _____



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

Do you agree to co-operate with and support the school/B.O.M. code of behaviour as well as other School Policies? _____

The Board of Management strongly encourages all parents to take out school insurance for each child they have in the school every September.

Parents will be notified by 11th March if a place is available for them in Stonepark N.S.

Please ensure that you send in an original birth certificate with this application.

Signed: _____ (Parent/Guardian)

Date.: _____



Stonepark NS
Longford N39 T925
Phone 043 3346036 email stoneparkns@eircom.net
Roll No. 14386E

CHECK LIST:

Please check that you have met the following criteria before submitting your application

- 1. Application form**
- 2. Birth Certificate**
- 3. Proof of address**

Your child's application will be deemed invalid unless all above are submitted.