St. Felim’s NS is a Roman Catholic Boys’ National School serving pupils from 2nd to 6th class under the patronage of Bishop Leo O’Reilly, Bishop of Kilmore. It also has two Speech & Language classes which accommodate both boys and girls and may include children from all classes Junior Infants to 6th class.

As a Roman Catholic School, St. Felim’s NS aims to promote the full and harmonious development of all pupils including their cognitive, intellectual, physical, cultural, moral and spiritual development, and promote a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

St. Felim’s NS is an inclusive school and caters for children of all abilities. There are currently 21 full time teachers, including the principal, mainstream teachers, support teachers & language support teachers employed in the school. Special Needs Assistants are assigned to the school by the Department of Education and Skills to enable the inclusion of certain children with special education needs.

St. Felim’s NS operates under the Rules for National Schools and Departmental Circulars and is funded by grants. The school is resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) equality law and all other relevant legislation. St. Felim’s NS follows the curricular programmes laid down by the Department of Education and Skills. A child Safeguarding Risk Assessment has been carried out and the school has a Safe Guarding Statement.

**The Admissions Policy**

The Admissions Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist parents in relation to enrolment matters. It aims to ensure fairness in determining enrolment.

**Application Procedure**

Enrolment will be held in late January, early February each year. Enrolment week including closing dates will be advertised on the school website and in the Parish Bulletin. Also application forms together with other relevant information will be given to St. Clare’s NS (our feeder school) for distribution among the boys in 1st class. We welcome applications from other pupils not from our feeder school also. Parents seeking to enrol boys should return a completed application form with an original birth/ adoption certificate & baptismal certificate (if Catholic) to the school**.** A copy of the enrolment policy will be available on the School Website. Parents of boys enrolled in 2nd class will be invited to the school with their son in May/ June each year.

* Children will be enrolled on application provided that there is space available.
* Decisions in relation to application for enrolment are made by the Board of Management. The Board of Management determines the maximum number of children in the school.
* The completion of an application form, however early, **does not confer an automatic right to a place in the school.**

Pupils enrolled in St. Felim’s NS, are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents / Guardians are responsible for ensuring that their son co-operates with these policies in an age-appropriate way. A copy of the Code of Behaviour will be issued to all parents on enrolment and each boy and parent will be required to sign this Code prior to accepting a place in the school.

In the event of the number of children seeking enrolment exceeding the number of places available the following criteria will be used to prioritise children for enrolment. This criteria is in line with recent Government Legislation.

1. Brothers of children already enrolled (including step/foster brothers, resident at same address)
2. Children living within the catchment area of the school.
3. Children living within the town boundary.
4. Children of current staff including ancillary staff
5. Children living outside the town boundary.

**Applications made *after* the closing date will be assessed individually, on a first come, first served basis subject to availability. Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy.**

**Children with Special Needs**

Children with special educational needs are welcome to apply to enrol in the school. The child enrolling in St. Felim’s NS will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school. This may include special education teacher SET, special needs assistants SNA, specialized equipment or furniture, transport services etc. The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If considered necessary, a full case conference may be called which will include parents, teachers, principal and any external professionals as deemed necessary e.g. psychologists, social workers etc.

In order to be enrolled in St. Felim’s Speech & Language classes children must meet the criteria set down by the HSE and the Department of Education (see St. Felim’s NS Speech & Language Policy for further details with regard to enrolment in Speech & Language classes). Numbers in these classes are determined by Department of Education.

**Exceptional Circumstances**

The Board of Management reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has special 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.
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to himself, to other pupils, to school staff or to school property.

Parents, who are dissatisfied with an enrolment decision, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/ guardians if so requested. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

This Policy was ratified by the Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson,

BoM, St. Felim’s NS

Roll No. 17326B

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_