



Queen of the Universe N.S.

Long Range
Bagenalstown
Co. Carlow

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Principal: Cathal Cole
Deputy Principal: Valerie Connolly
Roll No. 18183K

Enrolment/Admission Policy

(A) General Information/General Introduction

The Board of Management of Queen of the Universe N.S. Bagenalstown, Co. Carlow has set out this policy in accordance with the provisions of the Education Act 1998. The Board trusts that by so doing parents/guardians will be assisted in relation to enrolment matters and that furthermore the Chairperson of the Board of Management – Mary Murphy, Bagenalstown, Co. Carlow and the Principal Teacher – Cathal Cole (Our Lady Queen of the Universe N.S. Bagenalstown, Co. Carlow. Tel. 059/9721075) will be happy to clarify any further matters arising from the policy.

Name & Address of School: Our Lady Queen of the Universe N.S. Bagenalstown, Co. Carlow.
Tel/Fax 059/9721075 email: gofu@eircom.net

Queen of the Universe N.S. is a Roman Catholic School under the patronage of the Bishop of Kildare & Leighlin.

Teaching Staff

The school has 16 teachers which includes an Administrative Principal, two Learning Support teachers, a Resource Teacher & two Special Class teachers (ASD).

Classes

The school is a Co. Educational School from Junior Infants to 1st class (inclusive) and single sex (all girls from 2nd to 6th class incl.) The Special Class is co-educational.

Grants & Teacher Resources

The school depends on the grants and teacher resources provided by the Department of Education & Science and operates within the regulations laid down, from time to time, by the Department. School policy must always have regard to the resources and funding available.

Curriculum

Our school follows the curricular programmes prescribed by the Department of Education & Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

Code of Behaviour: Queen of the Universe N.S. has a Code of Behaviour which is available to Parents/Guardians of all pupils.

Enrolment

Within the context and parameters of the regulations and programmes of the Department of Education & Science, the rights of the Patron (Bishop of Kildare & Leighlin) as set out in the Education Act, and the funding and resources available, our school supports the principles of:

- Equality of access and participation in our school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Opening Hours

School Opens 9.20 a.m.
Lunch 12.30 - 1.00 p.m.

School Closures:

Junior & Senior Infants 2.00 p.m.
1st - 6th class (incl.) 3.00 p.m.

(B)The Procedures

1. Application Procedures

Parents who wish to enrol pupils in junior infants are required to call to the school (Usually in 3rd Term). The Board of Management will communicate enrolment time and procedures to the school community through the Parish Newsletter, church announcements and by notifying the parent body.

2. Provision of Key Information by Parents/Guardians:

Parents will be required to complete the school's enrolment Application Form.

Information will include:

Pupil's name, date of birth (copy of birth/baptism certificate), address, names and addresses of pupils parents/guardians, contact telephone numbers, contact telephone numbers in case of emergency, names & addresses of child minders etc., details of any medical conditions which the school should be aware of, the pupils Religion, previous schools attended (and any reasons for transfer if applicable). Please also supply the school with any other relevant information (Education Welfare Act 2000).

3. Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application provided that there is space available. The Board of Management's enrolment policy takes account of the Department of Education & Science's guidelines in relation to class size, staffing provisions, physical space and the health and welfare of the children.

The Board of Management is bound by the Department of Education & Science's rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards (compulsory attendance does not apply until the age of 6 years).

In the event that the number of applicants for any class exceeds the number of places available, the Board of Management may use the following criteria to determine if an application is successful. The

Board shall exercise its discretion in the application of the criteria and reserves the right to alter them as the need arises.

- Ages of children (4 years by Sept. 1st on year of enrolment). Older children will be enrolled first.
- Local catchment areas/Parish boundaries.
- Available space.
- Ethos considerations/Catholic children in the Parish.
- Whether there are siblings of the proposed new Entrant already attending the school.
- Whether parents of the proposed new entrant are former/present employees of Queen of the Universe N.S.
- Whether parents of the proposed new entrant are past pupils of Queen of the Universe N.S.

Admission Date

Junior Infants will for the most part, be admitted to the school on the 1st of September each year. However in exceptional circumstances Junior Infants may be admitted to the school during the month of September provided they have reached 4 years of age. Junior Infants may transfer during the year provided they have enrolled in and are attending a mainstream school.

Enrolment of Children with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of the child's medical and/or psychological report. The purpose of such assessment reports is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Exceptional Circumstances

- The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:
- The pupil has special needs such that, even with additional resources available from the Department of Education & Science, the school cannot meet such needs and/or provide the pupil with an appropriate education or
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

Pupil Transferring

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education & Science.

Signed: Mary Murphy, Chairperson B.O.M.

Date: