

This Policy was devised and formulated by the whole school community, involving Board of Management, Parents and Staff of St. Ultan's Primary School, in accordance with the provisions of the Education Act 1998, Rules and Regulations of the Department of Education and Science and the C.P.S.M.A.

St. Ultan's is a Catholic co-educational primary school under the patronage of the Archbishop of Dublin. It is located in the parish of Cherry Orchard, Dublin 10.

Ethos and Vision Statement

Catholic Values inform our school life, however our school welcomes children of all denominations and nationalities.

Our vision is the development of the full potential of each child in Cherry Orchard connecting with Saint Ultans by nurturing them spiritually, morally, socially, artistically, emotionally, intellectually and physically and helping them to develop a sense of belonging. Children will have the ethics, values and life skills to engage with and contribute positively to their family and wider community. This will serve them as children and adults

Mission Statement

To significantly improve the lives of children in Cherry Orchard with varying social, physical, emotional, intellectual and behavioural needs. This is achieved through integrated prevention and early intervention education and care services in partnership with parents, families, the local community and other relevant service providers. This will help to combat the disadvantage experienced by many children in Cherry Orchard.

Pupils for enrolment in Junior Infant classes must be 4 years of age on or before 30th September of the year in which they seek enrolment in the Infant School.

1. St. Ultan's Primary School undertakes pre-enrolment for forthcoming Junior Infants at the beginning of the second term every year. Notices with the pre-enrolment closing date are posted on the January edition of Saint Ultans newsletter, the school website, www.ballyfermot.ie, on the notice boards in the porch at the main entrance, outside the Parents Room and the Church of the Most Holy Sacrament, the local crèches, shops, library, community centre and The Bungalow. A notification text is sent to all families currently enrolled in the school.
2. Pre-enrolment application forms are available from Reception the week the school opens after Christmas Holidays each year.
3. Pre-enrolment application forms are given to each child in Saint Ultan's Early Education Unit.
4. The names of children for whom Enrolment Forms, relevant Certificates and required information have been returned *by the specified closing date*, will be placed on a class waiting list.
5. Equality of access is the key value that determines the enrolment of children to our school.

6. In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available prior to or during the school year the following criteria will be used to prioritise children for enrolment:
 - a. *Brothers and sisters of children already in the school and Catholic children living in the parish*
 - b. *Non-Catholic children living in the parish*
 - c. *Children of current school staff*
 - d. *Catholic children living outside the parish*
 - e. *Non-Catholic children living outside the parish*

In the event of oversubscription in any of the above, the following two criteria will apply in the following order:

7. a. **Children who are already enrolled in Saint Ultans Early Education Unit**
 - b. **Chronological age - priority will be given to the oldest children.**
8. Pupils may be enrolled during the school year (if newly resident in the area) subject to availability of places.
9. 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 and local agreements with other schools.
10. There is an Information Meeting for parents of incoming Junior Infants held in June each year.
11. Parents of children with special educational needs should supply all relevant documentation e.g. medical, psychological reports with the application form to enable the school to progress the application to the DES for suitable educational resources to be put in place prior to the child arriving.
12. 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.

Notwithstanding the availability of such resources, parents of children who are not satisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs
13. Children enrolled in our school are required to co-operate with and support the Code of Behaviour of the school as well as all other policies on curriculum, organisation & management. These policies may be added to and revised from time-to-time.
14. The BoM holds Parents/ Guardians responsible for ensuring that their child(ren) co-operate with school rules and policies in an age-appropriate way.

This policy has been adopted by the Board of Management of the St.Ultan's, Sept. 2011