

ST. OLIVER POST PRIMARY SCHOOL, OLDCASTLE, CO. MEATH
ENROLMENT / ENTRANCE POLICY



Foreword:

While recognising the desire of parents/guardians to enrol their son/daughter in the school of their choice, the Board of Management of St. Oliver Post Primary School, Oldcastle, is responsible for the protection of the rights of the existing school community and in particular the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all students. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of students it shall admit in any one academic year on the basis of:

- a. The number of anticipated teaching staff available;
- b. The size of, and/or available space in classrooms;
- c. The DES maximum class average directives.

Students seeking to be enrolled during the school year (if newly resident in the area) may be offered a place, by the Board of Management, (1) where his or her enrolment would not exceed the number of available places and (2) where there are no students, refused a place at the beginning of the year, still seeking admittance.

Incoming First Years:

Criteria for acceptance of pupils in St. Oliver Post Primary School;

1. Pupils from the following National Schools in our catchment area:
Gilson National School, Oldcastle, Scoil Mhuire National School, Moylagh, St. Fiach's National School, Ballinacree, Scoil Bhride National School, Mountnugent, Castlerahan National School, Knocktemple National School, St. Mary's National School, Collinstown, Ballinlough National School, St. Fechin's National School, Fore, Castletown / Finea National School.
2. Siblings of current and former students.
3. Sons / daughters of former students
4. Sons / daughters of school staff.
5. Pupils from outside the catchment area with brothers/sisters attending the national schools within the catchment area.
6. Any other applicants may be put on a waiting list. In the event of an excess of applicants of equal priority, then selection shall be determined by lottery.
7. All incoming First Year applicants to fill out Enrolment Form
All new First Year students to sit Enrolment Exercises. Those absent on Enrolment Day must take Enrolment Day Exercises early the following September.
8. Meeting between school & parents / guardians & incoming students – generally in May of the year of enrolment.
9. References / Reports to be sought from previous National Schools.
10. Documentation to be sought from National Schools / Parents / Guardian re. Special Needs & DES exemptions.
11. National School students must have completed 6th. Class, or its equivalent, the year of entry to St. Oliver Post Primary School.

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Entry into Senior Cycle:

Students who have completed their junior Certificate in St. Oliver Post Primary School must **re-apply** to do their Leaving Certificate in the school **by filling out the appropriate application form** and having it co-signed by a parent / guardian prior to the end of May of their junior Certificate year.

Those not intending to return to Senior Cycle must have their parent / guardians **notify the school in writing** prior to the end of the junior Certificate Examinations in June.

New Students from (other) Second Level Schools:

The same general principles of fairness and equality will apply to the acceptance of pupils into years other than First Year. Applications may be accepted throughout the academic year.

An application received from a student looking to enrol / transfer into St Oliver Post Primary School for the forthcoming academic year, will only be considered by the Board of Management in the 3rd term of the current academic year. This application will be considered according to the criteria laid out in St Oliver Post Primary School's enrolment policy.

The applicant must furnish proof of residence in the Oldcastle catchment area. However, the Board of Management reserves the right to refuse any applicant on the following basis:

- That no suitable accommodation place exists in the year group;
- That the applicant is already registered in another post primary school and has been excluded;
- That the applicant continues to have a place available at another school;
- Because of the behavioural record of the applicant their acceptance would prove detrimental to the order, discipline and educational welfare of existing students;
- That there is satisfactory continuity of subject availability from their previous school to St. Oliver Post Primary School.

Then there must be:

1. Interview with parent(s) / Guardian(s) & student(s)
2. Favourable reports from previous school.
3. Contact with previous school by Principal or Deputy Principal. If satisfied that student will fit in with school ethos and code of behaviour.
4. Provisional acceptance of new student(s) to be recommended to Board of Management for final ratification.
5. Pledge / Contract between school and student / parent to be signed