



## St. Columba's N.S.,

Tullow,  
Co. Carlow.

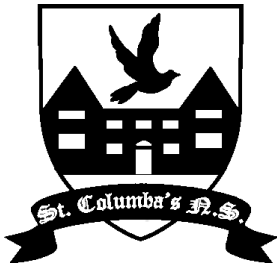
**Roll Number:** 13607M  
**Telephone & Fax:** 059-9151873

**Email:** stcolumbasnstullow@eircom.net

**Website:** stcolumbasnstullow.com

### Admissions / Enrolment Policy

1. Those intending to apply for enrolment in St. Columba's National School should contact the school and request a copy of the Notification of Intention to Apply Form. If the intention is to enrol a child in less than 21 days then an Application Form may be requested, but noting what follows.
2. Those who have returned a Notification of Intention to Apply Form will be sent an Application Form on or before the 21<sup>st</sup> January in the year of enrolment in the school.
3. All applications for places in the school shall be submitted on the approved Application Form to the school Principal. An Ethos statement and Code of Behaviour will be furnished to each applicant with a copy of the Application Form. The closing date for return of completed applications is 28<sup>th</sup> January.
4. The designated day for consideration of applications for the following school year is 5<sup>th</sup> February. Should the 5<sup>th</sup> February fall on a Friday or at the weekend, the date is moved to the following Monday.
5. Only those forms that have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management.
6. Completion of the Application Form does not guarantee a place at the school.
7. Early completion of the Application Form is not a factor in the allocation of places at the school.
8. All applicants for Junior Infants must have attained their 4<sup>th</sup> birthday (or older if applicable) by 1<sup>st</sup> September in the year of admission.
9. The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of completed Application Forms, namely the 18<sup>th</sup> February.
10. The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:
  - a. The number of places available in the school, which involves but is not limited to:
    - i. the number of pupils expected to leave the school,
    - ii. the size of all classrooms and the grounds,
    - iii. the deployment of teachers and
    - iv. the resources of the school.
  - b. Multigrade classes
  - c. Educational needs of children of a particular age
  - d. The religious denomination of the child
  - e. The place of residence of the child.



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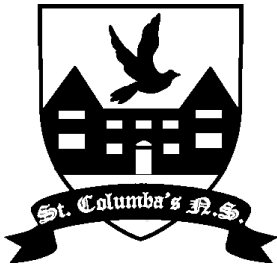
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11. Siblings of pupils already in the school are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to the siblings of pupils already enrolled in the school who belong in that category only.
12. Catchment is defined by parish boundaries.
13. Lists of Applicants to Enrol (waiting lists) do not carry forward to subsequent years where a child has not been allocated a place.
14. The Board of Management may seek further clarification from applicants before making a decision.
15. All applicants will be informed, in writing, of the Board's decision within a specified time period (namely 21 days).
16. A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.
17. Unsuccessful applicants may also appeal the decision of the Board under Section 29 (1)(C) of the Education Act 1998.
18. St. Columba's National School is a Church of Ireland school. Priority for places is therefore given in the following order:
  - a. Church of Ireland parishioners of Tullow Group of Parishes.
  - b. Church of Ireland parishioners of the Fenagh Group of Parishes and Kinneagh Parish.
  - c. Church of Ireland parishioners for whom St. Columba's is their closest Church of Ireland National School.
  - d. Children who are members of Protestant Reformed or Orthodox Churches and are living within the parishes listed at (a) (b) and (c) above. In each of the above categories the Rector's signature or that of the appropriate minister/priest/pastor will be required.
  - e. Other Church of Ireland Parishioners.
  - f. Children of interchurch families, living within the parishes listed at (a) (b) and (c) where one parent is a member of the Church of Ireland and whose parents express a wish to have their child educated specifically within a Church of Ireland ethos.
  - g. Children who are members of churches which are involved in the Irish Inter-Church Meeting, i.e. Roman Catholic Church.
  - h. Children of other faiths or none.
19. When any category above is oversubscribed, the siblings of children already in the school will be given priority and places will be allocated in order of age with the eldest sibling accepted first. Thereafter, places to the remaining applicants in this



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category will be allocated in order of age with the eldest child accepted first. Children in this category who are not successful in achieving a place will have their names placed on a List of Applicants to Enrol (waiting list).

20. Applicants will be informed of their place on the List of Applicants to Enrol (waiting list) as it applies in their particular category. The placing of an applicant's name on the List of Applicants to Enrol (waiting list) does not guarantee that a place will become available.
21. The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.