



Scoil Phádraic Cailíní, Donabate, Co. Dublin

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Enrolment Policy

The Enrolment policy for Scoil Phádraic Cailíní is informed and guided by Diocesan Enrolment Policy.

1. Parents seeking to enrol their daughter in Scoil Phádraic Cailíní are requested to return the completed Enrolment Application Form with a copy of her Birth Certificate and Baptismal Certificate, (if baptised outside the Parish) to the school on or before **18th December 2013.**
2. The names of girls for whom the Enrolment Application Form, Birth Certificate and Baptismal Certificate (if applicable) have been returned will be placed on a class waiting list.
3. While recognising the right of parents to enrol their daughter in the school of their choice, the Board of Management of Scoil Phádraic Cailíní is also responsible to respect the rights of the existing school community and, in particular, the girls already enrolled. This requires balanced judgements while acting in the best interest of all girls. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of girls in each separate classroom bearing in mind:
 - (a) size of/available space in classroom;
 - (b) educational needs of girls of a particular age;
 - (c) multi-grade classes;
 - (d) presence of girls with special educational/behavioural needs;
 - (e) Department of Education and Science maximum class average directives, (currently a maximum **average** of 28 girls).
4. In the event of the number of girls seeking enrolment in any given class/standard exceeding the number of places available proceeding or during the school year, (due to the Board of Management being unable to provide suitable accommodation or recruit the required teaching staff), the following criteria will be used and priority will be given with reference to (a) to (d) below.

All things being equal should the demand for places be greater than availability the criterion used will be age, i.e. cut-off point using birth date.

 - (a) Catholic girls of the parish, girls whose sibling/s attend St. Patrick's National Schools and children of staff
 - (b) Other girls resident in Donabate, Portrane and Balheary
 - (c) Catholic girls from parishes where no catholic school exists
 - (d) Any other applicant
 - (e) In the event of being unable to enrol a girl(s) from categories (a), (b),(c) or (d), above in a given class at the beginning of a year or mid-year, such girls will receive priority, (in order of a, b, c, d) for the subsequent school year over other girls on the class waiting list
5. Girls with special needs are most welcome in the school. The Board of Management will endeavour to have all the necessary resources in place prior to the girl commencing in the school.
6. Girls wishing to transfer from other schools are enrolled subject to the rules governing national schools and our own school's enrolment policy.
7. An annual information meeting is held in April/May for prospective parents.