



Scoil Mhuire Moynalty

School Enrolment Policy

Introduction

The enrolment policy of Scoil Mhuire Moynalty has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation in order to assist Parents in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy.

Rationale

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special education needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious or political beliefs and values, family or social circumstances.

Relationship to School Ethos

Scoil Mhuire is a Catholic National School for boys and girls under the patronage of the Bishop Michael Smith.. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

Aims and Objectives

- To ensure inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- To ensure equality of access and participation in the school
- Support parental choice in relation to enrolment
- Develop respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Policy Content

Decision Making Process

While recognising the rights of parents to enroll their child in the school of their choice, the Board of Management of Scoil Mhuire Moynalty is also responsible to respect the rights of the existing school, community and in particular, the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management, with due regard for the Patron's wishes, reserves the right to determine the maximum number of children in each separate classroom, bearing in mind:

- (a) Size of/available space in classrooms.
- (b) Availability of grants and teacher resources provided by the Department of Education and Science.
- (c) Educational needs of children of a particular age.
- (d) Multi-grade classes.
- (e) Presence of children with special educational/behavioural needs.
- (f) Department of Education and Science maximum class average directives.

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding 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 to prioritise children for enrolment.

1. Catholic children of the parish (including children of the Travelling Community resident within the parish).
2. Brothers and sisters of children in the school.
3. Children of the teaching staff
4. Catholic children who live outside the parish and do not have a Catholic School in their parish.
5. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (I) to (III) have been allocated places.
6. All children who apply to the school and are not Catholics and are not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (I) to (IV) have been allocated places.

In order to accommodate (I) and (II), the Board of Management may have to operate a cut-off in age of applicants to give places to groups (I) and (II) if there is pressure for places in the school. The schools within the parish co-operate with one another in this area, taking into account the wider needs of the parish community and its apostolic mission.

Application Procedure

Parents seeking to enroll their children in Scoil Mhuire Moynalty are requested to return a completed enrolment application form (available from the school) with an original Birth/Adoption Certificate to the school by mid February each year. A Certificate of Baptism should also be provided where the child has been baptised. The names of children for whom Enrolment Application forms and Birth/Adoption Certificates have been returned, will be placed on a class waiting list. Under the Rules of the Department of Education and Science, pupils may only be enrolled from the age of four years and upwards. Children wishing to enroll in Scoil Mhuire Moynalty must be 4 years old by the 1st of A UFW of their junior Infant year.

There is a Registration Week in February each year. Other people may be enrolled during the year (if newly resident in the area). 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. Under the terms of the Education Welfare Act (2000), information concerning attendance and the child's educational progress are to be provided by the school from which the child is transferring.

In determining enrolment the Board of Management shall take into account Department of Education and Science regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs. Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

Enrolment of Children with Special Educational Needs

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 and the recommendations made by the Special Education Needs Officer.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties will be held, which may include parent, Principal, class teacher, resource teacher for special needs or psychologist as appropriate.

The decision to defer enrolment of a particular child is at the discretion of the BOM pending:

- The receipt of an assessment report; and/or
- The provision of appropriate resources by the Department of Education and Science to meet the needs specified in the Psychological and/or medical report.

Appeals Procedure

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enroll the particular child/children.

Code of Behaviour

Children enrolled in our school are required to co-operate with and support the School/Board of Management's 'Code of Behaviour' as well as other policies on curriculum, organisation and management. The Board of Management places responsibility upon Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way. In accordance with the Department of Education and Science rules for National Schools, a child may be suspended.

Implementation

This policy supersedes previous policies and is effective from November 2016

Ratification & Communication

This policy was initially implemented in 2007. Significant discussion, consultation and review took place in 2011 and again in 2015 / 2016.

This current policy was ratified by the Board of Management in November 2016. It will be available through our school website and/or administration office.

Review

This policy will be reviewed and amended as necessary by means of a whole school collaborative process.

Ratification of Policy

This policy was adopted by the Board of Management on the _____

Signed _____
Fr. Joseph McEvoy
Chairperson, Board of Management

Date _____

Signed _____
Denise Ward
Principal

Date _____