

## **ENROLMENT POLICY, updated October 2017 S.N. Mhuire**

### **Moynalvey Summerhill**

#### **Co. Meath**



#### **General:**

S.N. Mhuire, Moynalvey serves the people of the Catholic parish of Moynalvey. It is a parish based school. It is a Catholic school that has been established with the Minister of Education and Skills having as its Patron Most Rev. Dr. Michael Smith, Bishop of Meath. It is a 6 teacher school, Junior Infants to 6<sup>th</sup> class with 2 SET teachers. It is funded by Department of Education and Skills grants, Oireachtas funding, and fund raising by parents. It operates within the regulations laid down by the DES. It aims at promoting the full harmonious development of all aspects of the person of the pupil – intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. This Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic faith.

The Board of Management hereby sets out its Enrolment Policy in accordance with the provisions of the Education Act 1998, and trusts that by doing so the parents will be assisted in relation to enrolment matters.

Class starts at 9.00am and finishes at 2.40pm. Infant classes finish at 1.40pm

#### **Goals**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement and current legislation.

To specify what information is required by the school at the time of application

#### **Application Procedure:**

1. Parents/Guardians who wish to enrol their child in junior infants or subsequent years in the school are placed on a list for enrolment.
2. All parents must provide child's PPS number.
3. Written application is required to be received by the 1<sup>st</sup> March preceding the Autumn starting date for junior infants.

4. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with its enrolment policy.
5. Prior to the Autumn starting date, parents/guardians will be invited to a meeting with the School Principal.
6. Neither the completion of the Application form for Enrolment nor the placing of a child on a waiting list confers an automatic right to a place in the school. No processing of applications will be made before the closing date for applications fixed by the Board of Management.
7. Inaccurate information on the application form for enrolment renders an application null and void. Such an application form will be returned to the parent/guardian.
8. Any child that has not reached his/her fourth birthday on the first day of the academic year cannot be enrolled under any circumstances.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

#### **Roles and responsibilities in developing and implementing this policy;**

#### **Enrolment Criteria:**

1. As a general principle and in so far practicable having regard to the school's enrolment policy, children who apply will be enrolled in accordance with the criteria below, provided there is a space available. The school will endeavour to ensure that a policy of respect for each child is operated particularly in the enrolment of children with disabilities or special needs.
2. The Board will have regard to relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of the children.
3. The Board is bound by the Department of Education and Skills Rules for National School and the Education {Welfare} Act 2000. Pupils may only be enrolled from the age of 4 years upwards, though compulsory attendance shall not apply until the age of 6 years.
4. In the event that applications for enrolment exceed available places, applicant children will be enrolled strictly in accordance with following criteria and in the following order.
  1. The younger siblings of existing pupils receive first priority.
  2. Thereafter all those resident within the parish boundary.
  3. Those applicants who are resident outside the parish boundary.

In no circumstances will S.N. Mhuire, Moynalvey, enrol applicants who live outside the parish boundary while refusing a school place to any applicant from within the boundary (regardless of religious affiliation).

#### **Enrolment of Junior Infants:**

Admission of junior infants takes place in the Autumn on the first day of the new school year. If a child is not 4 years of age by the Autumn starting date of the new school year, then he /she cannot be enrolled.

### **Appeals**

1. Parents who are unhappy with an enrolment decision may appeal to the Board of Management. This appeal must be addressed in writing, to the Chairperson of the Board, stating the grounds for appeal and lodged within ten days of receiving the final refusal.
2. If unhappy with the outcome of this appeal, they may then appeal to the Department of Education and Skills on the official form provided by this department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

### **Exceptional Circumstances:**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education or
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The parents of any pupil who has been refused enrolment for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998 and in such circumstances, should be advised in writing of their entitlement to such an appeal.

### **Admission Day/Date**

Junior infants will only be admitted on the first opening day of the new school year. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools, as well as our own school 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.

Children enrolled in S.N. Mhuire, Moynalvey, are required to co-operate and support the Board of Management's Code of Behaviour as well as other policies on curriculum, organisation and management. The Board of Management places parents/guardians responsible for ensuring that their child/children co-operate with said policies.

### **Enrolment of Children with Special Needs**

The child's parents must present to the school a copy of the child's medical/psychological report or if not available they must make arrangements to have the child assessed immediately. This is to establish the educational and training needs of the child, relevant to his/her disability or special needs and to profile the support services required.

The Board of Management assesses how the school could meet the needs specified in the report. If further resources are required the Board of Management should, request the Department of Education and Skills to provide the resources required to meet the needs of the child, as outlined in

the medical or psychological report. These resources may include visiting teacher service, SET teacher, special needs assistant, specialised equipment or furniture, transport services or others.

The school will meet the parents of the child to discuss the child's needs and the school's suitability or capacity in meeting with those needs. It may be necessary to have a full case conference involving all parties, i.e. parents, principal, class teacher, learning support teacher, resource teacher or psychologist.

### **Review of policy**

The Board of Management have the right to review and propose amendments to this Enrolment Policy. Amendments proposed are subject to the approval of the Patron before becoming operative.

### **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

### **Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that "A recognised school shall

... subject to this Act and in particular sections 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school".

Section 15 (2) (d) states the Board of Management shall "publish

...The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and right of parents to send their children to a school of the parents' choice are respected."

Section 27 (1) states that "A Board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school" and

(2) that "the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school having regard to the age and experience of the students, in association with their parents and teachers".

The Education Welfare Act, 2000 (Section 19 {1} ) requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school's Admission Policy.

Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information "make a decision in respect of the application concerned and inform the parent in writing thereof"

The Equal Status Act, 2000, (Section 5 & 6 (2) prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values.

(Section 9 (3))

### **Roles of Board of Management**

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt

(a) For the purposes of fostering and appreciation of learning among students attending the school and

(b) Encouraging regular attendance at the school on the part of all students

### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees.
- To monitor its implementation and to ensure that it is reviewed by the review date.
- To implement the policy and to support other teaching staff in their implementation of the policy.
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, with the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students.
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child

- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits.

**Role of Teaching Staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent/Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.

**Role of Students**

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs.

**Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.

**Signed :** ..... **Date;**.....

**Signed ;** ..... **Date;** .....

**Review Dates;** .....