



## **Scoil Mhuire NS**

Gortanumera, Ballyshrulue, Ballinasloe, Co. Galway

☎: 090 9741624

### **Enrolment Policy**

Roll No. 08379V

#### **Introduction**

The Board of Management of Scoil Mhuire NS hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

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

#### **General School Information**

**Name of School:** Scoil Mhuire National School

**Telephone No:** 090 9741624

**School Times:** School starts at 9.20a.m. and finishes at 3p.m. Junior/ Senior Infants finish at 2.00p.m.

His Lordship Bishop John Kirby is the Patron of the school.

At present the school has a Teaching Principal, Mainstream Teacher, Shared Resource Teacher and a shared Learning Support Teacher.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

#### **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
- 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
- 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 recognized school shall.... Subject to this Act and in particular section 15(2d), establish and maintain an admissions policy which provides for maximum accessibility to the school"

Section 15(2d) 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 the 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 a refusal is in accordance with 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 [Sections 5 & 7(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 7(3)].

### **Goals**

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

- Inform parents about the school, its programmes, activities, and procedures
- Enable applications for admission to the school to be handled in an open, transparent manner
- Put in place criteria under which applications shall be considered
- Ensure that these criteria are informed by our Ethos, our Mission Statement and current legislation
- Specify what information is required by the school at the time of application

This school while meeting its Catholic Ethos welcomes children of all denominations which there are places available.

This policy was prepared by the Board of Management in consultation with the staff of the school:

- The catchment area of Gortanumera townlands: Gortanumera & Gortnacooheen, Drumscar & Gorteenphadder, Sownagh & Ballyshrul, Churchill, Cregeen & Gragakilleen, Coolpora & Coolnageera, Gragagown and Lecarrow
- Attendance at school is compulsory from 6 years of age
- A child may not be allowed to attend or enrolled in Scoil Mhuire N.S. before the fourth anniversary of his/her birth. Enrolment will be on the first day of the school year for new pupils
- Parents seeking to enrol their child(ren) in Scoil Mhuire are requested to return a completed Enrolment Application Form (available in the office) with an original Birth/Adoption Certificate to the school by the 20<sup>th</sup> June each year
- The names of children for whom Enrolment Application forms and Birth/Adoption Certificates have been returned on a class waiting list
- 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 educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances
- While recognising the right of parents to enrol their child in the school of their choice, the Board Management of Scoil Mhuire N.S. 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 circumstances,

the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing the mind:

- Size of/available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational/behavioural needs
- DES maximum class average directives

In the event of a number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to 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:

- Brothers & sisters (including step-siblings, resident at same address of children already enrolled-priority to oldest)
- Children living within the parish-priority to oldest
- Children of current teaching staff-priority to oldest
- Children whose home address is closest to the school (as measured by a straight line on OS map) if child is normally resident outside the parish

Other children are enrolled during the school 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. Pupils who have completed sixth in another primary school must not transfer to another school to repeat sixth class.

New Junior Infants may spend an informal period in school at the end of June to familiarise themselves with their new environment.

### **Enrolments of children with special needs**

In relation to the application for enrolment of children with special needs, the Board of Management reserves the right to request a copy of the child's medical and/or psychological report(s), or where such report is not available, to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. Following the receipt of the report, the Board of Management will assess how the school could meet the needs specified in the report. The resources needed may include access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. These provisions are to a large extent dependent on DES funding.

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

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to cater for the needs of children with special educational needs.

Children enrolled in our school are required to co-operate and support the school/Board of Management's Code of Conduct as well as all 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 in an age-appropriate way. In accordance with the Department of Education's rules for National School, a child may be suspended.

### **Pupils transferring**

Pupils may transfer to Scoil Mhuire N.S., Gortanumera at any time, subject to school policy, available space and in some cases, the approval of the Department of Education & Science. The Board of Management may request that a Transferral Form or letter of transfer from a previous school be submitted prior to enrolment. Information concerning attendance and the child's educational progress should be transmitted to Scoil Mhuire, Gortanumera.

### **Transfer to other primary schools**

At any time of the year a parent may transfer his/her child from one National School to another, either with the consent of the Minister or when the transfer is made because of a change of the ordinary residence of a child.

When an application is made in respect of pupils between the ages of 4 and 6 the Principal Teacher shall ascertain from the parent whether the pupil was previously enrolled in another Primary School and, if so he/she should request a certificate to the effect from the Principal of the school which the pupil previously attended. This certificate should be retained in the roll book of the particular class in which the child is enrolled.

If there is a vacancy, a Principal Teacher must admit and enrol a child who is transferred at any time of the year either with the Minister's consent or because of a change of address whether or not the child has a certificate from their previous Principal Teacher.

A child removed from the rolls in accordance with the terms of rule 62(2c) shall at any time after she/he was so removed and at the request of his/her parents or guardian be re-enrolled in the school notwithstanding any alteration to the enrolment policy in the school which may have occurred during the period when the child was not on the rolls and subject only to there being a place available in the school.

This policy will be subject to review by the Board of Management as rules of enrolment in circumstances warrant.