

Scoil Mhuire  
Ballymore Eustace  
Co. Kildare  
18055B



# Scoil Mhuire

## Enrolment

### Policy

## Introduction

Scoil Mhuire is a Roman Catholic school under the Patronage of the Catholic Archbishop of Dublin. As a Catholic school, the school aims to promote the full and harmonious development of all aspects 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. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith. All involved with the effective management and operation of the school seek to create an environment that is Welcoming, Inclusive and Safe, for pupils, staff and parents. We strive to build healthy, mutually-respectful relationships among all. Building the self-esteem of each individual is central to all our teaching, learning, and daily inter-actions. We see education as the development of the whole person, rather than just the passing on of knowledge and development of skills.

It is the belief of the Board of Management of Scoil Mhuire that within the parameters of Department of Education & Skills regulations, guidelines, funding and resources and with due regard to the rights of the Patron, as set out in The Education Act, 1998, the school's Policy on Enrolment is underpinned by the following four principles.

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| <b>Inclusiveness:</b>   | Particularly with reference to the enrolment of children with a disability or other special educational needs. |
| <b>Equality:</b>        | With respect to maximum access and participation in the school.  |
| <b>Parental choice:</b> | In relation to choice of school, having regard to the characteristic spirit of the school.                     |
| <b>Respect:</b>         | For the diversity of values, beliefs, traditions, languages and ways of life in society and in our community.  |

## 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.
- 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

### Aims

By having this policy, the Board of Management aims to:

- Clearly outline all procedures relating to the enrolment of pupils in Scoil Mhuire.
- Define clearly the catchment area of Scoil Mhuire.
- State clearly how many new pupils will be enrolled into Junior Infants, each year.
- State clearly how many and which pupils will be enrolled in all other classes when and if the occasion should arise.
- State clearly which pupils will be enrolled, when demand for places exceeds the number of places available.
- State clearly that on enrolment in Scoil Mhuire, each pupil must abide by the School's Code of Behaviour.

### School Context

<b>School Name:</b>	Scoil Mhuire
<b>Address:</b>	Ballymore Eustace Co. Kildare W91 PF86
<b>Telephone:</b>	045-864085
<b>Email:</b>	<a href="mailto:office@bmesch.ie">office@bmesch.ie</a>
<b>Website:</b>	<a href="http://www.bmesch.ie">www.bmesch.ie</a>
<b>Twitter:</b>	@BallymoreEustNS
<b>Principal:</b>	Mr. Alan Hobbins
<b>Deputy Principal:</b>	Ms. Anne Scanlan
<b>Assistant Principals:</b>	1
<b>Total No. of Teachers:</b>	10, including Principal
<b>Mainstream Classes:</b>	6
<b>Support Teachers:</b>	2 full-time and 1 shared support teacher

**Scoil Mhuire** is a Catholic School, under the Patronage of the Catholic Archbishop of Dublin

**Scoil Mhuire** is a co-ed school.

**Scoil Mhuire** is a vertical school – all classes from Junior Infants to Sixth class are taught.

**Scoil Mhuire** depends on the grants and teacher resources provided by the Department of Education and Skills.

**Scoil Mhuire** operates within the regulations laid down, from time to time, by the Department of Education and Skills.

**Scoil Mhuire** follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. In accordance with The Revised Curriculum for Primary Schools, programmes for work are presented in several curricular areas, some of which are further divided into subjects. These are,

- Language : English, Gaeilge
- Mathematics :
- Social, Environmental and Science Education (S.E.S.E) : History, Geography, Science
- Arts Education : Visual Arts, Music, Drama
- Physical Education
- Social, Personal and Health Education (S.P.H.E.) :
- Religious Education

### **Policy Considerations**

The Board of Management of Scoil Mhuire reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management of Scoil Mhuire, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Special educational/behavioural needs: The presence of pupils with special educational and/or behavioural needs will be taken into account.
- Department of Education & Science class size directives – Currently the pupil-teacher ratio has been set at **26:1**.
- Appropriate Supports and Resources are available
- Time of school year

### **Notice of Enrolment**

Enrolment to Scoil Mhuire will normally take place in the Second Term, towards the end of January or beginning of February. The Board of Management of Scoil Mhuire shall communicate the dates of enrolment to the school community through appropriate local channels.

- Parish Newsletter "The Bell"
- Written notification is given to parents of pupils currently enrolled in Ballymore Community Playgroup.
- Written notification is given to all families of pupils currently enrolled in Scoil Mhuire through the school Newsletter.
- Enrolment week is advertised on the school website and Twitter page. Other social media avenues may also be used.
- Sign to be placed to the front of the school as notification for prospective parents who may not be linked to the school.
- Advertisement placed in the Ballymore Bugle and other local publications

These "advertisements" will outline the dates, times, procedures etc. regarding application for enrolment.

### **Application Procedure for Junior Infants**

The Board of Management of Scoil Mhuire advises that parents who wish to enrol pupils in Junior Infants will be required to complete an "Enrolment Application Form". The Enrolment Form will be available upon request from the School Office or alternatively as a download from the school website.

The Board of Management will require certain information, when children are being enrolled.

- A specific Enrolment Application Form, provided by the Board, must be completed in full, signed and dated by Parent/Guardian.
- Parents/Guardians will be requested to supply an original Birth/Adoption Certificate.
- Scoil Mhuire will also request a copy of the child's Baptismal Certificate - purely for Administrative purposes upon the occasion of preparing for sacraments.
- Parents/Guardians will be requested to supply a Utilities Bill, clearly showing the address of the applicant Parent/Guardian.
- Parents are required to complete an Information Sheet for POD (Pupil On-Line Database) as now required by the Department of Education and Skills.
- Parents/Guardians will be asked to read the school's Code of Behaviour, Child Protection Policy and Anti-Bullying Policy which are available on our website and School Booklet. The Board of Management requests that Parents/Guardians must confirm that The Code of Behaviour, Child Protection Policy and Anti-Bullying Policy are acceptable to them and that

they shall make all reasonable efforts to ensure compliance with them, by the child(ren). Compliance with these policies will be indicated on the Enrolment Form. If required, hard copies of the above policies will be available from the office on request.

When issues arise in relation to guardianship, custody and access arrangements, the Board will not treat the application as being complete until such time as all relevant documentation e.g. any and all documents following court proceedings, have been presented to the school Principal.

### **Decision Making**

Decisions in relation to applications for enrolment are made solely by the Board of Management of Scoil Mhuire, in accordance with school policy.

Decisions in relation to all applications will be given in writing within 21 school days of receiving a complete application.

The Board of Management will have regard for any relevant Department of Education and Skills guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

The Board of Management is bound by the Department of Education and Skills' Rules for National Schools which provide that pupils may only be enrolled from the age of four years and upwards i.e. pupils must have reached their fourth birthday before September 1<sup>st</sup>, of the year of admission.

With due consideration of the aforementioned factors, as a general principle, and in so far as practicable, children will be enrolled on application, provided that there is space available and having regard to the School's Enrolment Policy.

### **Admission**

If the school's admission and enrolment numbers have not been reached, the Board will admit all children of the appropriate age, whose parents wish them to attend the school.

A child may not be allowed to attend or be enrolled in the school before his fourth birthday (Rule 64.1). No child will be refused admission to the school on account of the social position, religious beliefs and practices, nationality or cultural background of Parents/Guardians, nor will any child be kept apart from other pupils, on such grounds.

### Admission Criteria

The Board of Management will apply the following criteria, to identify which children should be admitted at initial admission to education (Junior Infants) or on transfer from another primary school.

- (i) Children who are four years of age before September 1<sup>st</sup>, and who normally reside in the school's catchment area – the Parish/Postal area of Ballymore Eustace
- (ii) Children who are four years of age before September 1<sup>st</sup>, and who have siblings attending the school.
- (iii) Children who are four years of age and whose parent is a permanent employee of Scoil Mhuire.
- (iv) Children who are four years of age and who reside outside of the school's catchment area.

**N.B.** Parents of such children must apply in writing to the Board of Management. Each application will be dealt with separately, and on its own merits if and when there are vacancies and after groups 1-3 above have been allocated places.

**The Board of Management advises that Junior Infants may only be admitted to the school on the first school day (usually September 1<sup>st</sup>).**

However, a Junior Infant pupil may be admitted during the school year, when his/her family has come to reside in the catchment area, **only if he/she has already attended another school, as a Junior Infant, and if there is a place available in Scoil Mhuire.**

### Pupil Transfer from other Primary Schools

The Board of Management advises that pupils who come to reside in the school's catchment area may transfer to Scoil Mhuire, at any time during the school year, subject to school policy, **available places** and in some cases, the approval of the Department of Education and Skills.

**If a vacancy exists**, the Principal shall then admit and enrol the pupil(s).

The Principal, who has been delegated authority to act on behalf of the Board of Management in such matters, will request a transfer certificate from the school the pupil(s) previously attended.

In accordance with The Education Welfare Act 2000, the Principal will also request that copies of Progress Reports and information concerning attendance, be made available to Scoil Mhuire, following the enrolment of the pupil.

In the case of applications for enrolment in the school year other than as provided for above, the following criteria apply:

That a place exists in an age appropriate class. The availability of a place, in a class will be determined in the overall context taking all relevant circumstances into account, including, but not limited to the following,

- Overall number of pupils which the school can accommodate at the time the application is made
- Needs of the existing pupils
- Presence of pupils with special educational needs and/or behavioural needs
- Physical space
- Current optimum arrangements for teaching and learning purposes are maintained for existing pupils

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

In relation to applications for the enrolment of children with special needs, the Board may request a copy of the child's medical and/or psychological report(s). Where such a report is not available, the Board may request that the child be assessed immediately.

The purpose of the assessment report would be to assist the school in establishing the educational and physical needs of the child, relevant to his disability or special needs and to assist in the provision of the support services required.

Following receipt of the report(s), the Board will assess how the school could meet the needs specified. Where the Board deems that further resources are required, it shall, prior to enrolment, request the Department of Education and Skills and/or SENO, to provide the resources required to meet the needs of the child as outlined in the report(s). These resources may include access to or the provision of any or a combination of the following: visiting teacher services, resource teaching hours, special needs assistant, specialised equipment or furniture, transport services or other.

The Principal and representative(s) of the Board shall meet with the Parents/Guardians to discuss the child's needs and the school's suitability or capability in meeting these needs. Other parties i.e. class teacher, learning support teacher, resource teacher, psychologist etc. may or may not attend the meeting.

Following such consultation(s), it may be necessary for the Board of Management to decide to defer enrolment of a particular child, pending,

- (a) the receipt of an assessment report and/or
- (b) the provision of appropriate resources by the Department of Education and Skills, to meet the needs specified in the Educational/Psychological and/or Medical Report(s).



**Refusal to enrol on grounds of “Exceptional Circumstances”**

In rare and exceptional circumstances, the Board of Management may refuse to enrol a pupil, if

- (i) in the opinion of the Board of Management, the pupil poses an unacceptable risk to the Health and Safety of other pupils, school staff and/or school property.
- (ii) in the opinion of the Board of Management, the pupil concerned has Special Needs such that, even with additional resources sanctioned by the Department of Education and Skills and/or SENO, the school cannot meet such needs and/or provide the pupil with an appropriate education.

**Right of Appeal**

Section 29 of The Education Act, 1998, provides for a Right of Appeal against a decision to refuse enrolment.

The School Principal, on behalf of the Board of Management, will inform the Parents/Guardians, in writing of their Right of Appeal to the Secretary General of the Department of Education and Skills, when all “local discussions” following the refusal to enrol, have concluded.

The Principal and Chairperson of the Board of Management will have responsibility for preparing a response for the Appeals Committee, if and when an appeal is initiated.

**Review**

This Enrolment Policy will be reviewed by the Board of Management when it is deemed necessary e.g. in line with any changes in legislation or as required by any Department of Education and Skills circular.

**Ratification**

This revised Policy was ratified by the Board of Management at its meeting on 4<sup>th</sup> December 2017.

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John McCarville  
Chairperson Board of Management

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Date

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Alan Hobbins  
Principal

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Date