

Scoil Mhuire
Ballymore Eustace
Co. Kildare
W91 PF86
Roll No: 18055B



Scoil Mhuire

Enrolment

Policy

1. Introduction

This enrolment policy was reviewed and updated by the Board of Management of Scoil Mhuire in January 2020. It is written in accordance with the provisions of the Education Act, 1998. The aim of our school enrolment policy is to assist parents, and prospective parents, in relation to enrolment matters.

2. About the School

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. Non-Catholic pupils may be exempted from the religious education programme at the request of their parents. 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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| Inclusiveness: | Particularly with reference to the enrolment of children with a disability or other special educational needs. |
| Equality: | With respect to maximum access and participation in the school. |
| Parental choice: | In relation to choice of school, having regard to the characteristic spirit of the school. |
| Respect: | For the diversity of values, beliefs, traditions, languages and ways of life in society and in our community. |

3. 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 pupils, parents and teachers where a pupil is admitted to the school

4. 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 the catchment area of Scoil Mhuire.
- State clearly how many new pupils will be enrolled into Junior Infants each year.
- State when and how 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 parent/guardian must sign a declaration that they, and their child, must abide by the School's Code of Behaviour.

5. School Context

School Name:	Scoil Mhuire
Address:	Ballymore Eustace Co. Kildare W91 PF86
Telephone:	045-864085
Email:	office@bmesch.ie
Website:	www.bmesch.ie
Twitter:	@BallymoreEusNS
Principal:	Mr. Peter Roche
Deputy Principal:	Ms. Anne Scanlan
Assistant Principals:	1
Total No. of Teachers:	11, including Principal
Mainstream Classes:	7

Support Teachers:

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-educational 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

6. 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.

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
- Behavioural, educational needs and the overall context of the individual class
- Department of Education & Skills class size directives – Currently the pupil-teacher ratio has been set at **26:1**.
- Availability of appropriate supports and resources.
- Time of school year

7. Enrolment Process for Children Seeking a Place in Junior Infants

The enrolment process for 2020's Junior Infant class will begin in December 2019. The Board of Management of Scoil Mhuire shall communicate the dates of enrolment to the school community through appropriate local channels including:

- Local Newsletters
- Written notification to local creches, playgroups, pre-schools, ECCE institutions etc.
- Written notification to all families of pupils currently enrolled in Scoil Mhuire.
- Advertisements on the school website and Twitter page. Other social media avenues may also be used.
- Signs may be placed to the front of the school as notification for prospective parents who may not be linked to the school.
- Advertisement may be placed in other local publications.

An expression of interest form will be made available in early December (both online and in hard copy) to parents and guardians to register their interest in their child or children attending Scoil Mhuire. These forms must be returned to the school or submitted online by January 17th 2020.

The Board of Management **will accept a maximum of 30 children into Junior Infants** starting in September 2020. Following a review of completed expressions of interest, the following categories will be used, in descending order of priority, to prioritise children for enrolment:

- (i) Children who are/will be four years of age before **April 1st** in the year of enrolment and who have siblings currently attending the school.
- (ii) If there are places available after all applicants at point 1 have been offered places, places will be offered to children who are/will be four years of age before **April 1st** in the year of enrolment and whose parent is a permanent employee of Scoil Mhuire.

- (iii) If there are places available after all applicants at point 1 and 2 have been offered places, places will be offered to children who are/will be four years of age before **April 1st** in the year of enrolment, and who normally reside in the school's catchment area – the Parish/Local area of Ballymore Eustace.
- (iv) While we encourage parents to wait until their child is that bit older before enrolling, we will enrol children if, after consultation with the school principal, the child's parents / guardians believe that their child is mature enough to begin Junior Infants at a younger age.

If there are places available after all applicants at points 1,2 and 3 have been offered places, places will be offered to applicants who are / will be four years of age before **June 1st** in the year of enrolment and (a) who have siblings attending Scoil Mhuire and/or (b) are children whose parent is a permanent employee of Scoil Mhuire and/or (c) reside in the school's catchment area.

- (v) If there are places available after all applicants at points 1 to 4 have been offered places, we will enrol children who are / will be four years of age before **April 1st** and who reside outside of the school's catchment area.
- (vi) If there are places available after all applicants at points 1 to 4 have been offered places, we will enrol children who are / will be four years of age before **June 1st** and who reside outside of the school's catchment area.

Note: In the event that the number of applicants seeking enrolment from the same category exceeds the number of available places, then preference will be offered within categories on the basis of age with the eldest applicants being preferred.

8. Formal Enrolment Stage for Junior Infants

Once the pre-enrolment / expression of interest stage has passed, the Board of Management will email enrolment forms to parents/guardians whose child(ren) have been selected for enrolment using the criteria above. This will happen the week beginning January 20th 2020. Parent(s) / guardian(s) can also request forms directly from the office or can download them from the school website.

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

- A specific Enrolment 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 may also request a copy of the child's Baptismal Certificate – purely for administrative purposes upon the occasion of preparing for sacraments. This is not a condition of enrolment.

- Parents/Guardians will be requested to supply a Utility Bill or other proof of address, clearly showing the address of the applicant Parent/Guardian.
- Parents are required to complete an Information Sheet for POD (Pupil On-Line Database) as required by the Department of Education and Skills.
- Parents/Guardians will be asked to read the school's Code of Behaviour incorporating our Anti-Bullying Policy and Child Protection Policy and other policies which are available on our website and in our school booklet. The Board of Management requests that Parents/Guardians must confirm, as a condition of enrolment, 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 their 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.

Completed enrolment forms should be returned to the school as soon as possible and no later **Monday February 3rd 2020 at 2.40pm**. The Board of Management reserves the right to refuse enrolment to any applicant who has not returned a completed enrolment by that date and may offer any available places to those who were not offered a place initially using the enrolment criteria outlined in Section 7.

9. Enrolment of Children into Existing Classes

The Board of Management may accept pupils transferring 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.

For children wishing to enrol into existing classes, or to enrol into the incoming Junior Infants after the formal enrolment process has been completed, a completed enrolment form must be submitted to the school.

If the number of applications for enrolment into existing classes, or into the incoming Junior Infants, exceeds the number of available spaces in those classes then the preference criteria outlined in section 7 shall apply. In the event that a number of applicants are seeking enrolment from the same category, then preference will be offered to the eldest applicants.

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 and other legislation, 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
- The context of the class
- Physical space
- Current optimum arrangements for teaching and learning purposes are maintained for existing pupils

10. 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 completed 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 1st, of the year of admission into Junior Infants.

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.

11. Children with Special Needs Seeking to Enrol in Scoil Mhuire

We ask parents to inform the school if your child has an identified special need or if there are concerns about any aspect of your child's development that might be relevant to the school. It is the policy of Scoil Mhuire to request an up-to-date

Psychological Report and / or Medical Report etc for a child with identified special needs. This will assist the school to ensure that suitable educational/assistive technology/teaching/care needs resources can be sought to support the child's needs.

Production of these requested reports is not a condition of enrolment but is necessary in order to support the child's education in the most effective manner possible.

12. Refusal to enrol on grounds of "Exceptional Circumstances"

In rare and exceptional circumstances, the Board of Management may refuse to enrol a pupil, if in the opinion of the Board of Management, after consultation with the pupil's parents and other relevant stakeholders:

- (i) the pupil poses an unacceptable risk to the Health and Safety of other pupils, school staff and/or school property.
- (ii) the needs and rights of the other pupils in the class would be severely adversely affected by the enrolment of the pupil.

13. 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.

14. Review

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

15. Ratification

This revised Policy was ratified by the Board of Management at its meeting on 13 January 2020.

John McCarville

John McCarville
Chairperson, Board of Management

13/01/2020

Date

Peter Roche

Peter Roche
Principal

13/01/2020

Date