

Scoil Naomh Mhuire, Staplestown, Co. Kildare.

Telephone: 045-869229

E-mail: staplestownns@gmail.com

ENROLMENT AND ADMISSIONS POLICY

GENERAL INFORMATION

The Board of Management of Scoil Naomh Mhuire NS hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and amended in accordance with the Education (Admissions to Schools) Act 2018, and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, and the principal teacher, will be happy to clarify any further matters arising from the policy.

Scoil Naomh Mhuire, Staplestown, is a co-educational, Catholic, primary school under the patronage of the Bishop of Kildare and Leighlin. The school has four mainstream class teachers, including the Principal and one Special Education Teacher.

The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

The school day is from 9.00a.m. to 2.40 p.m. (Infants 1.40p.m.)

The school depends on the grants and teaching resources provided by the Department of Education and Skills and it operates within the regulations laid down, by the Department. School policy has regard to the resources and funding available.

INTRODUCTION

This policy has been written in accordance with the provisions of the Education Act, 1998. It was reviewed and amended in accordance with the Education (Admissions to Schools) Act 2018.

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL

Scoil Naomh Mhuire NS strives to utilise the full school community resources to create a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and developed. (Mission Statement). Our enrolment policy reflects the Catholic ethos of the school.

While Scoil Naomh Mhuire is a school with a Catholic ethos it also has due recognition for all other religions (Mission Statement).

RATIONALE

The rationale of the enrolment policy is to provide a framework for the selection of applicants for places in the school.

AIMS

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

ENROLMENT POLICY

1. It is the policy of the Board of Management of Scoil Naomh Mhuire to try to accommodate all pupils who apply for enrolment.
2. All children, irrespective of nationality, physical capacity, special needs, religious beliefs or practice are welcomed and cherished.
3. The Board of Management respects the principles of equality with regard to children with disabilities or who have other special educational needs, and also respects the rights of parents to send their children to a school of their choice. Having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned the Board will ensure that any directions as may be made by the Minister are complied with.
4. The policy of the school relating to the expulsion and suspension of students is contained within our Code of Behaviour.
5. The Board also endeavours to accommodate all applicants. Given the multi-grade nature of each classroom under no circumstances will the number of children per classroom exceed thirty.

APPLICATION PROCEDURE

1. Normally Junior Infants will be enrolled on the first day of the academic year. Applications for places in Junior Infants will be accepted from the first day of the second term of the year of enrolment. Applications will not be considered as being complete until such time as all requested information has been received. The official enrolment form is available from the school office. The completed enrolment application form must be lodged with the school principal. Parents/Guardians must provide all relevant information, and any other information and documentation that may be requested including any reports, or details of medical conditions/ special needs.

Relevant information may include:

- ♦ previous schools attended, if any, and reasons for transfer, if applicable; and
- ♦ any other relevant information (including any such further information as may be prescribed under the Education

Welfare Act (2000) or Education for Persons with Special Educational Needs Act (2004).

Failure to disclose relevant information about a child or in the event of false information being provided will negate any offer made by the School authorities to enrol that child. Parents/Guardians will be obliged to re-apply on a new Enrolment Form and the Board of Management will then reconsider the application.

2. Applications for students transferring from another school must be accompanied by a written transcript/report from the student's previous school(s), which will state the student's attendance record and educational progress. Students may transfer into the school at any time, subject to the school policy, available space and in some cases, the approval of the Department of Education and Science.
3. As a condition of registering a child Scoil Naomh Mhuire national school requires that his or her parents or guardians confirm in writing that the Code of Behaviour as provided is acceptable and that they shall make all reasonable efforts to ensure compliance with the code by the child.
4. A reminder of enrolment dates will be advertised in the local parish newsletter and/or local paper.
5. Decisions with regard to enrolment will be given in writing within 21 days of receiving a completed application and all relevant information.
6. In keeping with the Department of Education and Skills regulations, children must have reached four years of age prior to the 1st September of the year of enrolment.

7. Enrolment of Children with Special Education Needs

In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will 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 receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the SENO (Special Education Needs Organiser) (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, 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.

The school will meet with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

8. The Board of Management reserves the right to refuse enrolment in exceptional circumstances where:
 - (i) 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 pupils with an appropriate education.
 - (ii) in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

RIGHT OF APPEAL

Section 29 of the Education Act 1998 provides for a right of appeal against a decision by the Board of Management to refuse enrolment. Parents/guardians will be informed by the Board of Management in writing of their right to appeal; this information will be contained within the letter of refusal to enrol. The Board of Management will prepare a response for the Appeals Committee if and when an appeal is initiated.

ENROLMENT CRITERIA

In the situation where there are more children applying for enrolment than there are places, places will be offered to children in the following order:

1. Children who have reached the age of four on the 1st of March of year of enrolment will be offered places in the following order:-
 - (i) First preference given to children whose siblings already attend Scoil Naomh Mhuire.
 - (ii) Other applicants who have reached the age of four on the 1st of March
2. Remaining places, if any, will then be offered to children who will reach the age of four after March 1st and before the first day of the academic year of the year of enrolment with priority been given in order of date of birth from oldest to youngest.

This policy was revised and ratified on November 29th, 2018.

Enrolment Application Form

Pupil's First Name: _____ Surname: _____

Date of Birth: _____

Birth Certificate attached? Y N

Child's PPS Number (for Department of Education and Skills database): _____

Address (at which the child resides) _____

Name and class of Sibling (s) currently enrolled: _____

Parent(s) / Guardian (s) Details:

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Are both parents the child's legal guardians? Y N

If not please give relevant details of custodial/guardianship arrangements: _____

Other Relevant Information

Previous primary schools (if any): _____

Reason for transfer: _____

Report of the child's attendance and academic progress attached? Y N N/A

Children with Special Needs

Details of Special Needs: _____

Relevant medical and/or psychological report attached? Y N N/A

This application will not be considered until such a time as all relevant information has been received.

Have you read and confirmed acceptance of our Code of Behaviour? Y N

Signed _____

Signed: _____

Date: _____

Date: _____

Personal Data on this Form:

Scoil Naomh Mhuire NS is a data controller under the Data Protection Acts, 1988, 2003 and 2018. The personal data supplied on this Enrolment Application Form is required for the purposes of:

- student enrolment
- student registration
- determining a student's eligibility for additional learning supports
- examinations
- school administration
- child welfare (including medical welfare)
- the Department of Education and Skills' 'Primary Online Database'
- and to fulfil our other legal obligations.

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of your child's enrolment application.

Tick box if "yes" you agree with these uses

- Use your email address to alert you to these issues?
- Use your mobile phone number to send you SMS texts to alert you to these issues?
- Use your mobile phone/landline number to call you to alert you to these issues?

Signed: _____ **Parent/Guardian** **Date:** _____

Signed: _____ **Parent/Guardian** **Date:** _____