

# Enrolment Policy

## General Introduction

The Board of Management of Scoil Mhuire, Coolcotts sets out its policy in accordance with the provisions of the Education Act, 1998 and trusts that by so doing Parents/Guardians will be assisted in relation to enrolment matters. The Board of Management Chairperson and the Principal will be happy to clarify any matters arising from the policy.

<b>Name of School:</b>	Scoil Mhuire
<b>Address:</b>	Coolcotts Wexford Y35 TR29
<b>Phone:</b>	(053) 9144 761
<b>Email:</b>	scoilmhuire@coolcotts.com
<b>Website:</b>	www.coolcotts.com
<b>Roll No.:</b>	19739N
<b>Opening Hours</b>	8.50am to 2.30pm (1.30pm for Junior & Senior Infants)

Scoil Mhuire operates under the patronage of the Catholic Bishop of Ferns and caters for girls and boys from Junior Infants to 6<sup>th</sup> Class.

At present, Staff comprises the Principal, Deputy Principal, Home School Community Liaison Teacher, Mainstream Class Teachers, Learning Support/Resource Teachers, Special Class Teachers, Special Needs Assistants, Secretary, Caretaker and Cleaners.

The school depends on the grants and resources provided by the Department of Education and Skills (DES) and it operates within the regulations laid down by DES.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the National Council for Curriculum & Assessment (NCCA) in conjunction with DES. This is subject to amendments by DES in accordance with Sections 9 and 30 of the Education Act, 1998.

The school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Children enrolled in Scoil Mhuire are required to co-operate with and support the school's policies including policies on Code of Behaviour, Curriculum, Organisation and Management. The Board of Management places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

## **Enrolment Procedures**

### **Application Procedures**

Parents seeking to enrol their child/children in Scoil Mhuire are requested to complete and submit an Application to Enrol form. This form is available in hard copy from the school or can be completed online via the school's website. A completed Application to Enrol form is an expression of interest by a Parent/Guardian in enrolling their child/children in Scoil Mhuire and is not an offer of a school place. Online Applications to Enrol will be receipted electronically. Hard copy Applications to Enrol will be date stamped on receipt by the school and a photocopy of the form will be provided to Parents/Guardians on request.

Applications for Junior Infants should be made by the first Friday of November prior to the proposed year of entry.

### **Decision Making**

Ultimate responsibility for the implementation of the Enrolment Policy rests with the Board of Management. As a general principle, children will be enrolled on application, provided there is space available.

Prior to coming to a decision on enrolment numbers, the Board reserves the right to determine the maximum number of children in each class bearing in mind:

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

Applications for Junior Infants received by the first Friday of November prior to the proposed year of entry will be rank ordered according to the child's date of birth. In all instances, older children will take precedence over younger children in the allocation of Junior Infant school places.

Children currently enrolled in the Rainbow Unit (ASD Unit) in the school, if transferring to a mainstream class, will be given priority over external applications.

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

Parents/Guardians are requested to inform the school at the time of applying to enrol if their child has identified special needs or if there are concerns about any aspect of their child's development that might be relevant to the school. It is the policy of Scoil Mhuire to request an up-to-date psychological and/or medical report for a child with identified special needs who is seeking a place in the school. Where such a report is not available, the school will request that the child be assessed. The purpose of such assessment is to assist the school in establishing the educational and care needs of the child relevant to his/her special needs and to profile the supports required.

The school will meet with the Parents/Guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties may be held, which may include Parents/Guardians, Principal, Class Teacher, Resource Teacher, Special Class Teacher, Educational Psychologist or other professionals as appropriate. Where the Board deems that further resources are required it will make an application to the National Council for Special Education (NCSE) or DES.

### **Procedure for Offer & Acceptance of Junior Infant Places**

1. In mid November, notifications will be sent to individual Parents/Guardians (to the address as per the Application to Enrol form) to ascertain their continued interest in enrolling their child in Junior Infants for the following September.
2. Based on the number of expressions of continued interest received, the school may have to operate a cut-off birth date for the offer of Junior Infant places.
3. Offers of enrolment for Junior Infants will be notified to Parents/Guardians in writing.
4. When a place is offered, the Enrolment Form should be completed fully by the Parents/Guardians and returned to the school within the designated timeframe and accompanied by the child's Birth Certificate, and Baptismal Certificate (where applicable).
5. All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.
6. Parents/Guardians of children who accept a place in Junior Infants will be invited to an information meeting in the school normally in May.
7. Prospective Junior Infant pupils and their Parents/Guardians will be invited to visit the school over a series of sessions to familiarise themselves with the school and classroom environment.

### **Enrolment of Children in Classes Other Than Junior Infants**

Children wishing to enrol in classes from Senior Infants to 6<sup>th</sup> Class or seeking to transfer from other schools are enrolled subject to the rules governing National Schools, school policy and the availability of places in classes. Parents/Guardians will be informed of the decision of the Board of Management within 21 days of receipt of a completed Application to Enrol form and the provision of relevant assessment reports, where applicable. When a child is accepted for enrolment, Scoil Mhuire will normally seek school reports and, with parental permission, will request other relevant reports from the child's previous school.

### **Refusal to Enrol in Exceptional Circumstances**

The Board of Management reserves the right to refuse enrolment in exceptional circumstances where a) a child has special needs that, even with additional resources available from DES/NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education and b) in the opinion of the Board of Management, a child poses an unacceptable risk to other pupils, school staff and/or school property.

### **Appeals Procedure**

Where the Board of Management refuses to enrol a pupil, the Parents/Guardians have a statutory entitlement under Section 29 of the Education Act, 1998, as amended, to appeal that decision to the Secretary General of the Department of Education & Skills. The appeal must be lodged within 42 days of receipt from the school of the refusal to enrol.

**This policy was reviewed and updated by the Board of Management on 10 November 2015 and 6 December 2016.**