



## **ENROLMENT POLICY**

### **INTRODUCTION:**

In accordance with the provisions of the Education Act 1998, Section 15 (2) (d), the Board of Management of Scoil Mhuire is setting out in this statement the policy of the school in regard of enrolment and admission of children to the school. The Board trusts that this statement of policy will be of assistance to parents/guardians in relation to enrolment and admission matters. The Principal and the Chairperson will be happy to clarify any further matters arising from this policy statement.

### **A. General Information**

Scoil Mhuire is a Roman Catholic primary school which operates under the patronage of the Catholic Archbishop of Dublin and under the trusteeship of the Presentation Sisters. There are three Presentation Primary school on the campus: Scoil Mhuire, Scoil Áine and Scoil Íde, all of which subscribe to a common enrolment policy. As a Roman Catholic school, Scoil Mhuire aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with 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 pupils in the Catholic faith. Both the Gospel and the legacy of Nano Nagle challenge the school to be inclusive, to be especially mindful of the disadvantaged and those with special needs. The school is managed by a Board of Management. The school is funded by the Department of Education and Skills (D.E.S.) and operates within the guidelines and regulations set down from time to time by that Department.

### **Mission Statement of Scoil Mhuire**

Scoil Mhuire is a Presentation Catholic Primary School which services the community of Clondalkin. In order to enable each child to realise his/her full potential, we seek:

- To create a caring and co-operative environment where tolerance and respect are nurtured;
- To build confidence and encourage a good work ethic;
- To promote trust-worthiness;
- To develop socially well-adjusted individuals; and
- To recognise and meet the individual needs of each child.

The achievement of this depends on mutual co-operation and teamwork between children, parents, teachers and management.

### **Ethos**

The school accepts and supports the constitutional right and duty of the parents to provide for the religious, moral, intellectual, physical and social education of their children. The focus of the school's philosophy is the education of the whole child to reach his/her potential. We show special concern for the disadvantaged, respecting the dignity and uniqueness of each person. Working together as a school community, the Board of Management, Principal, staff, parents and pupils strives to provide an environment which allows all students to develop intellectually, physically, socially and spiritually to their maximum potential and fulfil their role in society.

### **School Details**

Name and Address: Scoil Mhuire, Convent Road, Clondalkin, Dublin 22.  
Telephone/Fax No: (01) 4592986

Email: scoilmhuireoffice@eircom.net  
Denomination: Roman Catholic  
Patron: Archbishop Diarmuid Martin  
Trustees: Presentation Sisters  
Principal: Carol Burke-Heneghan

- (1) Number of Teachers: 23 (Principal, 15 mainstream teachers; 7 SEN).
- (2) Scoil Mhuire comprises all classes from Junior Infants to Sixth standard. It is a mixed school until pupils reach second standard, when boys transfer to St. Joseph's BNS.
- (3) Scoil Mhuire depends on the grants and teacher resources provided by the D.E.S. It operates within the regulations laid down by D.E.S. The school policy must have regard to the resources and funding available.
- (4) Scoil Mhuire follows the curricular programmes prescribed by the D.E.S .which may be amended from time to time in accordance with sections 9 and 30 of the Education Act 1998.
- (5) Within the context and parameters of the D.E.S. regulations and programmes, the rights of the Patron and the funding and resources available, the school supports the principles of:
  - Inclusiveness, particularly with reference to the enrolment of children with a disability or other special needs
  - Equality of access and participation in the school
  - Parental choice in relation to enrolment
  - Respect for the diversity of values, beliefs, traditions, languages and the ways of life in society.
- (6) The school operates from 8.50 a.m. to 2.30 p.m.
- (7) Parent-Teacher Meetings are held once a year and informally as the need arises.
- (8) The school has a Parents' Association, affiliated to the National Parents' Association.
- (9) Parents are welcome to attend the various functions organised by the school.

## **B. Procedures**

Acting in the best interests of all children and guided by the principles of natural justice, the Board of Management reserves the right to determine the maximum number of children in each separate classroom, bearing in mind:

- The size of available space in the classrooms
- The educational needs of children of a particular age
- Multi-grade classes
- D.E.S. maximum class average directives.

### **1. Application Procedures**

- (a) In January of each year, on the second Sunday following re-opening or as soon as possible afterwards , one notice, covering all three Presentation Primary Schools, will be read out all Masses in the Parish Church and Knockmitten Church. This notice will invite all parents (who have not already registered their child) to make application to the said schools for places for their children for the following Autumn term. A closing date for applications will be specified in the notice.
- (b) Subsequently, the parents of pupils currently attending the Presentation Primary Schools will be invited them to call to Scoil Mhuire to apply for a place in Junior Infants (if they have not done so already and if they require such a place). When parents call to Scoil Mhuire, they will receive an Expression of Interest in Enrolment Form.
- (c) In February, the three Principals and their three Secretaries will examine the Expression of Interest in Enrolment Forms received. Names will be ranked under relevant enrolment criteria according to age on the 31 May. If numbers within categories exceed the number of place available, older children will have precedence. A check for duplication will be made. If duplication exists, the date on the Expression of Interest in Enrolment form will dictate which school offers the child a place.

- (d) Within 21 days of this meeting, a letter and acceptance slip stating that their child has secured a place in Scoil Mhuire will then be sent to parents. We endeavour to accommodate your child in your chosen school, but in the event of oversubscription, your child will be offered a place in one of the Presentation Schools.
- (e) Junior Infants will be admitted to the school provided they have reached the age of four years on or before the 31<sup>st</sup> May of the year of entry.
- (f) Parents will be asked to confirm their acceptance of this place by returning the letter to the school within ten school days. Deferrals are not permitted and parents must reapply for the following school year.
- (g) If a parent arrives seeking a place for their child in Junior Infants after this assignment of classes, every effort will be made to accommodate him/her in one of the three Presentation Primary Schools.
- (h) Applications will not be treated as being complete until such time as all requested information has been received.
- (i) Scoil Mhuire will organise a meeting for parents of incoming Junior Infants. A letter will issue to parents inviting them to this meeting. This letter will include details re: uniform/books / monies for school resources. Subsequent to this meeting, the school will make arrangements for parents and children to visit the school before the end of June.

## 2. Provision of Key Information by Parents

Certain information will be required at enrolment:

- Pupil's name, address, date of birth;
- Names and addresses of parents/guardians;
- Contact telephone numbers, emergency telephone contact;
- Details of medical conditions of which the school should be aware;
- Permission to disclose personal details to select third parties (nurse, doctor, etc.)
- Details of prescribed medication of which the school should be aware;
- Religion;
- Birth and Baptismal Certificates (as applicable);
- Previous school attended and reason for transfer (if applicable); and
- Any other relevant information (including any such information as may be prescribed under the Education Welfare Act 2000).

The Board of Management will have regard for D.E.S. guidelines in relation to class size, staffing provision and/or other requirements concerning accommodation, such as physical space, or the health and welfare of children.

## 3. Decision-making

Decisions in relation to admission are made by the Board of Management in accordance with the school's enrolment policy. The Board of Management is bound by the D.E.S. rule which states that children may only be enrolled from the age of 4. We, in Scoil Mhuire have decided to accept children into Junior Infants who will have reached the age of 4 years on or before the 31<sup>st</sup> May of the year of entry. Such children will be admitted into class on the first day of the new academic year.

The following criteria will be used to prioritise children for enrolment:

- 1) Catholic children living in the parish and sisters and brothers of pupils in the school.
- 2) Catholic children living outside the parish who do not have a Catholic school in their own parish.
- 3) Other children living in the parish.
- 4) Other children living outside the parish.

#### 4. Enrolment of Pupils with Special Educational Needs

Scoil Mhuire welcomes applications from pupils with special educational needs. The Board of Management reserves the right, in the case of enrolment of a child with special needs, to request a copy of the child's medical and psychological report. The purpose of this requirement is to assist the school in establishing the educational needs of the child, relevant to his/her disability/special needs and to identify the support services required. Prior to enrolment, the Board of Management may request the D.E.S. to provide the resources recommended in the assessment e.g. specialised equipment, special needs assistant, special furniture or transport services. The school will meet the parents of the child to discuss his/her needs and the capability of the school in meeting these needs. A full case conference may be necessary involving all parties i.e. Principal, class teacher, learning support teachers, SEN team, psychologist, SENO as appropriate.

While Scoil Mhuire espouses and cherishes the principle of inclusion, it respects the right of parents/guardians to seek alternate educational arrangements for their child should they deem such arrangements more suitable or more adequate.

#### 5. Pupils Transferring

Pupils may transfer to the school at any time, subject to school enrolment policy and available space and in some cases the approval of the Education Welfare Officer. Parents should note that the legal obligation to share information in relation to attendance and educational progress has effect only when the child has been put on the register of the second school.

#### 6. Code of Behaviour

The Board of Management holds parents/guardians responsible for ensuring that their children co-operate with and support our Code of Behaviour and other policies on curriculum organisation and management in an age appropriate way, the said code being formulated in accordance with the D.E.S. Rules for National Schools, NEWB Guidelines and DES Anti-Bullying Procedures for Primary Schools.

#### 7. Refusal to Enrol

The Board of Management reserves the right to refuse enrolment in **exceptional** circumstances e.g.

- The pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education
- Or**
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

#### 8. Right of Appeal

The Board's decision will be given in writing and the reason for the refusal will be clearly stated. The parents/guardians will be informed of their right to appeal the decision and will be supplied with the Appeal Application Form. The appeal will be made to the General Secretary, Appeals Administration Unit, D.E.S., Marlborough St, Dublin 1, on the relevant form. The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians. (C. 22/02). The school must be informed in writing of the decision to appeal.

#### 9. Documentation

When applying for admission of their child to Scoil Mhuire, parents/guardians will be directed to the school website, [www.smclon.com](http://www.smclon.com) to source the following documents:

- 1) The School's Enrolment Policy
- 2) The School's Code of Behaviour
- 3) Anti-Bullying Policy

- 4) Mobile Phone Policy
- 5) Internet Use Policy
- 6) Child Protection Policy

Parents/Guardians should note that the school has adopted policy statements in other areas of interest and concern towards the best running of the school and the maximum development of pupils. These can be accessed on the school website [www.smclon.com](http://www.smclon.com).

**Ratified by the Board of Management January 2016.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Review:**           **January 2018**