

ENROLMENT POLICY - Scoil Muire Banríon

1. Introductory Statement

This policy was formulated by The Principal and Deputy Principal in 2010 and presented to the whole school staff. This is a second review of the existing policy and took place in December 2017.

2. Rationale

There was an update required in this policy due to the change in configuration in September 2017 from a single sex school to a co-educational school. This will be done on a phased in basis.

3. Characteristic Spirit of the School

Scoil Muire Banríon is a Catholic primary school, under the patronage of the Catholic bishop of Kildare and Leighlin and with a Catholic ethos:

(a) Each human being is created in God's image.

(b) He has a life to lead and a soul to be saved.

(c) All people are equal in the eyes of God - each is entitled to an equal chance of obtaining optimum personal fulfilment.

Education is therefore, concerned not only with life but with the meaning of life.

4. Aims

To inform parents of the protocol required for the enrolment of new pupils and to ensure the transition from single sex to co-educational schools is done in a fair and equitable manner for both Scoil Muire Banríon and our feeder school Saint Mary's Primary School

5. Guidelines (Policy Content)

These guidelines contain the following

- a. Section A - General Information
- b. Section B - Enrolment procedures
 - 1) Criteria for Selection
 - 2) Appeals
 - 3) Enrolment of Children with Special Needs
 - 4) Pupils Transferring from Other Schools

Section A. General Information

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, **Fr PJ McEvoy**, and the principal teacher, **Nicola McMahon (Ph. 046-9731478)**, will be happy to clarify any further matters arising from this policy.

School Name:	Scoil Muire Banrion
School Address:	Gilroy Ave., Edenderry, Co Offaly
Telephone No.:	046-9731478
Denominational Character;	Roman Catholic
Patron:	The Catholic Bishop of Kildare and Leighlin
No. of Teachers:	Administrative Principal, 7 Class Teachers, 3.5 Special Education Teachers, 1 EAL teacher and 1 Special Needs Assistant.
Range of Classes:	Junior Infants are co-educational (since September 2017). All boys from second through to sixth class. From September 2017 this school has become co-educational, please see the information below in relation to local agreement made between Scoil Muire Banrion and the traditional feeder school Saint Mary's Primary School.
Opening hours;	9.20 to 2pm for infants and 9.20 a.m. to 3.00 p.m, for all other classes. Infants must be picked up at 2pm.

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

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).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), 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 educational need;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment; and
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Section B. Enrolment Procedures

From September 2017 this school has become co-educational, this will be done on a phased basis. The Junior Infants enrolled in the Junior Infant Class September 2017 will continue their education in Scoil Muire Banrion through to 6th Class.

The vast majority of pupils enrolling in this school will come on transfer into Second Class from our feeder school; St Mary's Primary School, Edenderry and are automatically enrolled into Second Class on the first day of the school year. A local agreement is in place for the next two years (September 2018 and September 2019) concerning the children in first class who wish to remain in St. Mary's (boys) or transfer to Scoil Muire Banrion (girls) in 2nd Class. Both Boards of Managements will manage the applications and transfer of pupils into second class. There may be a cap/limit in order to be fair and equitable to both schools.

Application Procedure

A child should be enrolled by a parent or legal guardian, using the application for enrolment form (Attached). Enrolment for Junior Infants will take place during the common enrolment week as agreed in the Parish. Enrolment information will be communicated via the parish newsletter, the local papers, fliers in the local shops and businesses and playschools. All applications throughout the school year will be considered by the Board of Management. Parents will be required to present certain information when children are being enrolled, as per enrolment form. *See Appendix A.*

Birth Cert

PPSN

All other relevant information

A special information booklet will be given to the parents of all children applying for enrolment and will include the following:

- Code of Behaviour

- Anti Bullying Policy
- Parent/Teacher Communication Procedure
- Healthy Lunch Policy
- Homework Policy
- Acceptable Internet User Policy
- Curriculum Provision
- General School Information
- Attendance

Criteria for Selection

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. As a general principle and in so far as is practicable having regard to the schools enrolment policy, children will be enrolled on application provided that there is space available. The board will also 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. In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria and priority will be given to

1. All boys from Edenderry Parish transferring to Second Class from St Mary's Primary School.
2. Siblings of pupils already in the school or siblings of those who have attended the school.
3. Children of staff members.
4. Catholic Children living within the Parish Boundaries.
5. Other children who live within the Parish boundaries but are not Catholic applying for a place are entitled to a place if there are vacancies after categories 1 to 4 having been allocated places.
6. Children of parents who are past pupils of the school.
7. Children regardless of creed or belief who apply for a place in the school after groups 1 to 6 have been allocated places.

To be eligible for Junior Infants a child must be at least 4 years of age as per Departmental Guidelines.

Enrolment of Children with Special 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 disability or special needs and to profile the support services required.

Following the 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 to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report

The school will meet with the parents of the child, the child and with the SENO to discuss the child's needs.

Pupils Transferring from Other Schools

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

All children enrolled are expected to comply with and support the school's Code of Behaviour as well as the school's designated policies on curriculum organisation and management. The school will not refuse a child on the basis of ethnicity, special educational 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 Board of Management reserve the right to refuse enrolment if:

- a. 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
- b. In the opinion of the Board of Management the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

Appeals

The Board of Management of Scoil Muire Banríon is obliged under section 19(3) of the Educational Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days and to inform the parents in writing of that decision.

If the Board of Management refuses to enrol a student in the school, the parents/guardians have the right to appeal that decision to the Board. Following the conclusion of any appeal

procedures at school level, parents/guardians have a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Skills. In most cases appeals must be dealt with within 30 days. Where appropriate, the Secretary General may give whatever directions to the Board of Management that are considered necessary to remedy the matter complained of.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department's website at www.education.ie

In the event of an appeal under Sec 29 parents/guardians will be given particulars of how to proceed with an appeal and given the relevant documentation by the secretary of the Board of Management.

The Principal and Chairperson of the board will prepare a response if and when an appeal is being investigated by the Dept of Education and Skills.

7. Roles and Responsibilities

This enrolment policy will be supported, developed where necessary and implemented by the principal teacher in consultation with the whole school staff.

8. Evaluation

The effectiveness of this policy will be evaluated by the Board of Management on an annual basis and amended where necessary

9. Ratification

This policy was ratified by the Board of Management of Scoil Muire Banríon on 31st January 2018

Signed: Fr PJ McEvoy
(Chairman BOM)

Date: January 31st 2018