

# **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. It is a review of the existing policy.

### **2. Rationale**

It was felt that it was necessary to document what was already good practice for quite a number of years and to conform to recent legislation (Sec 29 Appeals)

### **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

### **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, Mr Cyril O'Neill, Blundell Wd., Edenderry, and the principal teacher, Seán MacGearailt (Ph. 046-9731478), will be happy to clarify any further matters arising from this policy.

<b><i>School Name:</i></b>	<b><i>Scoil Muire Bannrón</i></b>
<b><i>School Address:</i></b>	<b><i>Gilroy Ave., Edenderry, Co Offaly</i></b>
<b><i>Telephone No.:</i></b>	<b><i>046-9731478</i></b>
<b><i>Denominational Character:</i></b>	<b><i>Roman Catholic</i></b>
<b><i>Patron:</i></b>	<b><i>The Catholic Bishop of Kildare and Leighlin</i></b>
<b><i>No. of Teachers:</i></b>	<b><i>Administrative Principal, 10 Class Teachers, 5 Special Education Teachers and 2 Special Needs Assistants</i></b>
<b><i>Range of Classes:</i></b>	<b><i>All boys, Second through to Sixth</i></b>
<b><i>Opening hours:</i></b>	<b><i>9.20 a.m. to 3.00 p.m.</i></b>

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**

The vast majority of pupils enrolling in this school will come on transfer from our feeder school; St Mary's GNS, Edenderry and are enrolled in Second Class on the first day of the school year.

Certain information will be required when children are being enrolled. *See Appendix A.*

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

- Code of Behaviour
- Anti Bullying Policy
- Parent/Teacher Communication Procedure
- Healthy Lunch Policy
- Homework Policy
- Acceptable Internet User Policy

## **Criteria for Selection**

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:

1. All boys from Edenderry Parish transferring to Second Class from St Mary's GNS.
2. Siblings of pupils already in the school.
3. Children of staff members

4. All children (male) 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 3 having been allocated places.
5. All children (male), regardless of creed or belief who apply for a place in the school after groups 1 to 4 have been allocated places

### **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 Science. 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](http://www.education.ie)

In the event of an appeal under Sec 29 parents/guardians will 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 Science.

### **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 Science.

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

## **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 14<sup>th</sup> July 2010

**Signed: *Cyril O'Neill***  
**Cyril O'Neill**  
**(Chairman BOM)**

**Appendix : Registration Form**  
**School Registration Form**

(School use)
Reg. Number .....
Aim: .....
Date Enrolled: .....

**Pupil's Name:** \_\_\_\_\_

**Child's PPS Number:** \_\_\_\_\_ **\*\*\* ( Please fill in )**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Religion:** \_\_\_\_\_

**Parents' Name(s):** \_\_\_\_\_

**Parents' Occupation(s):** \_\_\_\_\_

**Previous School:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Reason for Transfer:** \_\_\_\_\_

**Person to contact in case of emergency e.g. Child's sickness etc:**

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Ph. No:** \_\_\_\_\_

**2<sup>nd</sup> Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Ph No** \_\_\_\_\_

**Relevant medical and useful information etc.**
