

Scoil Mhuire Maigh Cuilinn



Polasaí Cláráithe Enrolment Policy

Introduction

The Board of Management of Scoil Mhuire, Moycullen sets out below its Enrolment Policy in accordance with the provisions of the Education Act 1998. The Chairperson of the Board of Management or the Principal Teacher are happy to clarify any matters arising from this policy. Decisions in relation to applications for enrolment are made by the Board of Management.

General School Information

Scoil Mhuire is a Catholic primary school under the patronage of the Bishop of Galway, Kilmacduagh & Kilfenora. A spirit of Christianity is fostered in the school but children of other religions and those who do not hold any religious beliefs are made welcome in Scoil Mhuire in a respectful and inclusive manner.

Scoil Mhuire is officially located in the Gaeltacht and, although the vast majority of children in the school are not native speakers of Irish when they begin school, the school aims to expose them to the Irish language in a natural, consistent, supportive way so as to ensure that they are as fluent and proficient in the language as possible when they progress to second level education. The school firmly believes in the advantages of bilingualism and is committed to the preservation and advancement of Irish as a living language.

At present, the teaching staff comprises a Principal Teacher, fourteen mainstream class teachers as well as a number of Learning Support Teachers, Resource Teachers and Special Needs Assistants. A full range of subjects is taught in the school in accordance with the Primary School Curriculum, and classes are of mixed gender.

The school has a Code of Behaviour/Discipline which is available in the School Handbook, on request from the school office and for download on the school website www.moycullencentralschool.ie All children enrolled in the school (and, by extension, their parents/guardians) are expected to comply with and support the school's Code of Behaviour, as well as other school policies.

School contact details are as follows:

Address	Scoil Mhuire, Church Road, Moycullen, Co. Galway
Telephone	091 555454
Email	moycullenns@eircom.net
Website	moycullencentralschool.ie

Rationale of Enrolment Policy

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;
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it; and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all pupils regarding access to, and participation in, the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school, including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or pupil. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department of Education and Skills and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school depends on the grants and teacher resources provided by the Department of Education and Skills and operates within its regulations.

The capacity of the school to implement its desired curriculum, its extra-curricular activities, its school plan and policies is dependent on the resources it receives. Consequently, in determining its activities and programme for any school year, the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Policy and other considerations

The Board of Management of Scoil Mhuire reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

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 of Scoil Mhuire, in its Enrolment Policy, respects the rights of the existing school community and the children already enrolled. Consequently, the Board reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety concerns regarding staff and children;
- Available classroom space;
- Educational needs of the children;
- Presence of children with special needs;
- Department of Education & Skills class size directives;
- Availability of appropriate supports and resources;
- Time of school year.

Application Process for Enrolment in Scoil Mhuire

Any parent/guardian wishing to enrol a child in Junior Infants must:

- complete an enrolment form, signed and dated by one or both parents/guardians, and submit it to the Principal. A copy of the form is attached as Appendix 1.
- provide the school with a copy of the child's Birth Certificate.
- complete and submit "My Child's Profile" Form signed and dated by one or both parents/guardians. A copy of this form is attached as Appendix 2.
- submit a Pre School Transfer Form that has been completed and signed by the Pre School(s) attended by the child. A copy of this form is attached as Appendix 3.

Any parent/guardian wishing to enrol a child in a class other than Junior Infants must:

- complete an enrolment form (appendix 1), signed and dated by one or both parents/guardians, and submit it to the Principal.
- provide the school with a copy of the child's Birth Certificate.
- provide the school with the child's most recent school report.

Parents wishing to enrol their children in Scoil Mhuire are welcome to begin the process at any stage by contacting the school. Please note that telephone calls or personal school visits concerning enrolment will be facilitated but are not, of themselves, enrolment applications.

Applications for admission to Junior Infant Class must be made at the latest by the 1st day of February of the year in which it is expected that the child will start school. The school will communicate this deadline each year to prospective parents/guardians through the Parish Newsletter, school website, local pre-schools and other appropriate media.

The Board of Management strongly recommends that applicant children are at least four years of age on or before 30th April of the school commencement year. It should be noted that any child who has not reached his/her 4th birthday on the 1st day of Junior Infants cannot be enrolled.

Priority Criteria

The upper limit for enrolment in Scoil Mhuire for the 2016/2017 academic year is a whole school enrolment number of 410 pupils.

Criteria for Enrolment in Junior Infant Classes

If the number of children applying to enroll in Junior Infants exceeds the number of places available, the following prioritising criteria are used:

Priority	Criteria
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
2	Children of current teaching and ancillary staff.
3	Children of parents who are past pupils of the school. If the class is over-subscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be dropped first.
4	Families whose primary residence is in the immediate area of Moycullen Parish, starting closest to the school and radiating outwards from the school within the parish. If the class is over-subscribed within the application of this particular criterion, then the furthest from the school will be dropped first.
5	If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritisation proceeds until all places have been allocated.

Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome. In the event of a child being refused admission, the parents/guardians will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Criteria for Enrolment to other classes i.e. Senior Infants to 6th Classes

In circumstances where, for example, families move into the catchment area of the school, applications for admission to classes will be considered as they arise. Decisions will be given in writing within 21 days of receiving a completed application.

The Board of Management reserves the right to determine the number of pupils in each class. Children changing from other schools will be accepted during the school year, subject to:

- Consideration of the behaviour record of the pupil in their previous school;
- Consideration of the attendance record of the pupil in their previous school;
- Consultation and agreement between the Principals of the schools concerned, as appropriate.
- Agreement of the Department of Education & Skills, as appropriate.

The following criteria will be applied if there is a surplus of applications for available places in Senior Infants to 6th Class

Priority	Criteria
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
2	Children of current teaching and ancillary staff.
3	Children of parents who are past pupils of the school.
4	Families whose primary residence is in the immediate area of Moycullen Parish, or who are in the process of moving to this area, starting closest to the school and radiating outwards from the school within the parish.

Children with Special Needs

It is the policy of Scoil Mhuire to welcome disabled children and children with special needs. There are currently three resource teachers and a number of Special Needs Assistants available to assist children with special needs.

Parents who wish to have a special needs child enrolled in Scoil Mhuire are required to provide a medical or psychological report. If they cannot provide such reports, Scoil Mhuire will require that an assessment be carried out on the child at the earliest opportunity. The assessment and report is required to enable the school seek and acquire resources for the child with a view to having them in place when the child starts school. This usually involves an application to the Department of Education and Skills. The Principal of the school will meet with the parents/guardians of the child to discuss the needs of the child.

Progress of a child through school

As a general rule, a child will progress to the next class at the end of the school year. There will be exceptions from time to time when the Principal, after consulting with the class Teacher and the Learning Support Teacher or Resource Teacher, decides that it would be best for the child to repeat a particular class. In this case, the Principal and class Teacher would express this opinion to the child's parents in a timely fashion before the end of the school year. No child will be held back without prior consultation with the child's parents/guardians and securing their consent.

General points to note in relation to enrolment

1. Failure to complete an application for enrolment form will result in refusal to admit a pupil.
2. It is the responsibility of parents or guardians to inform the school of any particular needs of the child on the enrolment form in the best interests of the child's welfare.
3. Where the school lacks the necessary resources to meet the needs of any applicant or pupil, it will make every effort to secure those resources. Where the resources cannot be secured, the school reserves the right to refuse admission.
4. The Board of Management reserves the right to refuse enrolment in exceptional circumstances, including:
 - The pupil has special needs such that, even with additional resources available from the Department, the school cannot meet such needs and/or provide the pupil with an appropriate education.
 - In the opinion of the Board, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.
5. Parents have the right to appeal a decision to refuse to enroll a child in school.

Implementation/Ratification and Review

The Board of Management will monitor the implementation of all aspects of this Policy and review it regularly.

This policy was adopted by the Board of Management on 15th June 2016.

Signed: *Joe Howley*

Terry

Kavanagh

**Chairperson,
Board of Management**

Principal