



Scoil Mhuire Ballincollig
Mol an óige agus Tiocfaidh sí

Scoil Mhuire, Ballincollig Enrolment/Admission Policy

General Introduction

The Board of Management of Scoil Mhuire hereby sets out its Enrolment/Admission Policy in accordance with the provisions of the Education Act (1998) and the Equal Status Acts (2000 to 2004). The Chairperson of the Board of Management, Rev Fr. George O'Mahony (Parochial House, Ballincollig) and the School Principal, Mairéad Ní Mhurchú (Scoil Mhuire, Ballincollig. Telephone 021 4870809) will be happy to clarify any further matters arising from this policy.

Scoil Mhuire, Ballincollig is a Catholic All Girls' Primary School under the Patronage of the Catholic Bishop of the Diocese of Cork and Ross. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and it promotes a Christian philosophy of life.

The full range of classes from Junior Infants to Sixth Class are taught 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). Currently there are 22 teachers on the staff.

Scoil Mhuire operates under the Rules for National Schools and Departmental Circulars and is funded by grants and the teachers are resourced by the Department of Education and Skills. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation.

A. Guiding Principles

Within the context of the Department of Education and Skills regulations and programmes, the rights of the Patron as set out in the Education Act, and within the funding and resources available, Scoil Mhuire supports the following Guiding Principles as they relate to Enrolment/Admissions.

- *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.

Therefore no child will be refused access to Scoil Mhuire for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

B. Enrolment/Admission Procedures

As a general principle and insofar as practicable having regard to the enrolment policy of Scoil Mhuire, children will be enrolled on application provided there is space available.

1. Application Procedure for Enrolment of Junior Infants

Parents are encouraged to enrol their child before the end of November for the following school year. An Enrolment Week is held in November or at another suitable time as deemed appropriate.

Communication regarding dates and times of Enrolment Week will be by means of:

- A note to all families currently attending Scoil Mhuire.
- Information on the School Website.
- Information package including reception form to parents of children who have already asked for a place for the next school year.
- A leaflet to children attending Preschools within the parish.
- Notices and advertisements in the Parish Newsletter and related websites.

During Enrolment Week Scoil Mhuire hosts an Open Afternoon or Evening. Parents and prospective pupils are welcome to visit the Junior Infant classes, meet with the present Junior Infant Teachers and the Principal.

Enrolments for Junior Infants will be considered after the end of November of the previous year provided there are places available.

Children who are being enrolled as Junior Infants in Scoil Mhuire for September must be at least four years of ages on or before August 31st of that same year.

2. Provision of Key Information by Parents/Guardian (Reception Form)

Parents who wish to enrol their daughter in Scoil Mhuire must complete and present the official Reception Form. The form is available at all times from the school.

The Reception Form requires detailed information relating to the following:

- Pupil's name, address, date of birth and nationality;
- Names and nationalities of pupil's parents/guardians;
- PPS Number of the child;

- Religion, language(s) spoken at home;
- Contact numbers including emergency numbers and number of family doctor;
- Email address;
- Names of sisters attending/attended Scoil Mhuire (if applicable);
- Details of any medical condition/ allergies etc which the school should be aware of;
- Details of attendance at any preschool/playschool;
- Details of attendance at any other Primary School, if applicable;
- Details of any special help received by the child in any previous school;
- Details of any referral to/assessment by a Speech Therapist, Psychologist, Psychiatrist etc.
- Any other relevant information (including any such further information as may be required under the Education Welfare Act or by the annual Statistics forms or Primary Online Database of the Department of Education and Skills);

The Reception Form must be signed by the Parents/Guardians and must be accompanied by a Birth Certificate and by a Baptismal Certificate (where applicable). Where applicable, requests in respect of guardianship, custody and access arrangements on behalf of parents should be supported by a written letter from a solicitor.

3. Acceptance of Scoil Mhuire's Code of Behaviour

Children enrolled in Scoil Mhuire are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

A copy of the Code of Behaviour of Scoil Mhuire will be issued to all parents with the Reception Form and each parent will be requested to sign an undertaking to make every reasonable attempt to have their daughter comply with it.

C. Decision –Making.

Decisions in relation to applications for enrolment of pupils are made by the Board of Management in accordance with school policy.

1. The board will notify parents of their decision within 21 days of receiving a complete application.
2. In the event that applications for enrolment exceed/are expected to exceed the number of places available the following decision making process will apply:
 - Sisters of present pupils;
 - Children living within the parish of Ballincollig;
 - Children of current Scoil Mhuire staff members;
 - Sisters of past pupils of Scoil Mhuire;
 - Children living outside the parish of Ballincollig.
3. In determining enrolment the Board of Management will have regard for relevant Dept. of Education and Skills guidelines in relation to maximum class

average, staffing provisions and/or other relevant requirements concerning accommodation, including physical space, the educational needs and rights of children already enrolled and the presence of children with special educational/behavioural needs.

The Board shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

4. Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management. If necessary the additional criteria of the age of pupils may be taken into account and priority given to older children.

D. Pupils Transferring to Scoil Mhuire.

The Board of Management will allow and facilitate the enrolment of pupils who wish to transfer to Scoil Mhuire from another school, in accordance with the rules for National Schools, and subject to school policy, available space and staffing, and in some cases the approval of the Dept. of Education and Skills. Such pupils can be enrolled throughout the year.

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools. In this context the Board of Management of Scoil Mhuire reserves the right to request and to insist upon the receipt of copies of all relevant School/Assessment Reports, and further reserves the right to make contact if deemed necessary or desirable with the Principal and /or the Board of Management of the child's previous school. All information on the Primary Online Database will be transferred online as required by the Department of Education and Skills.

E. Children with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of any relevant medical and/or psychological reports. The Board may request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the educational needs of the child relevant to her disability/special needs and to profile the support services required.

Following receipt of such a report the Board Management shall assess how Scoil Mhuire can meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Skills to provide the required resources. These may include any combination of the following: Visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport or other services.

The Principal or her Deputy will meet with the parents/guardians of the special needs child to discuss the child's needs and the suitability and capability of Scoil Mhuire to meet those needs. If necessary a full case conference may be called which may include parents, principal, class teacher, learning support teacher, resource teacher, psychologist, medical personnel as appropriate. Arising from findings of that conference suitable provision may be made if the resources provided by the Department permit.

F. Refusal to enrol in exceptional circumstances

The Board endeavours to provide for all prospective pupils. However, the Board may refuse to enrol in *exceptional* circumstances e.g.

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

G. Appeals Procedure

Parents who are dissatisfied with an enrolment decision, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. With the letter of refusal, the written appeals procedure is given to the parents (Procedure for Hearing & Determining Appeals under Section 29 of the Education Act 1998

www.education.ie/servlet/blobsservlet/procedure-for-hearing-appeals.pdf).

This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol. The response for the Appeals Committee, if such arise, will be prepared at a Board meeting.

H. Induction of new pupils in Scoil Mhuire

New Junior Infants spend one informal session in school towards the end of June to familiarize themselves with their new environment.

An Information session for parents/guardians of new Junior Infants is held during this Junior Infants morning or at another appropriate time. Parents will be notified of the time and date.

In September the “new” Junior Infants attend school for the first 2 weeks approx. from 9.00a.m to 12 noon.

From the 3rd week in September the Junior Infants attend school for the ‘full’ or ‘normal’ day i.e. 9.a.m to 1.45.p.m.

Experience has shown that the above approach is most conducive to a young child adapting positively at a reasonable pace to the demands and challenges of Primary School.

Conclusion

The Board of Management of Scoil Mhuire is aware of how challenging the transition from home to school can be for its younger pupils and their parents. Likewise the Board recognises the demands that can be involved where a pupil is transferring from another school to Scoil Mhuire.

The Board of Management is anxious to ensure that it facilitates the enrolment of all its pupils in a manner that is as pleasant and as positive as possible. Sensitive to the needs and concerns of the pupils, their parents/guardians, and their teachers, and in the interest of best management of the school, the Board of Management has outlined the above Enrolment/Admissions policy.

The responsibility for its day-to-day implementation rests with the Principal and

teaching staff subject to the direction and authority of the Board of Management.

This updated Policy was approved at a meeting of the Board of Management on December 6th 2016 and it is subject to review annually.

The policy will be uploaded onto the Scoil Mhuire website. New applicants will be made aware that the policy is on the school's website.

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