

Scoil Mhuire gan Smál Ballymote

Enrolment Policy



Introductory Statement

This policy is set out in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the Disabilities Act 2005 and the Education (Admissions to School) Act 2018. It is intended to assist and inform parents in relation to the enrolment of children in the school. Should any queries arise in relation to the policy, they should be directed to the Chairperson of the Board of Management or the school principal who will be happy to clarify.

Mission Statement

Scoil Mhuire gan Smál is a Catholic school, where the management and staff strive to foster Christian values and are committed to the personal and academic development of its pupils.

General Information

Scoil Mhuire gan Smál is a Catholic school under the patronage of the Bishop of Achonry. It caters for boys and girls from Junior Infants to Sixth class. It follows the curricular programme as prescribed by the Department of Education and Skills.

Scoil Mhuire gan Smál depends on the grants and teacher resources provided by the Department of Education and Skills and operates within the regulations as laid down from that Department.

The school provides equality of access to all, regardless of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum seeker/refugee status, political beliefs and values, family or social circumstances.

There are a number of stipulations however, some Department initiated and others school based, upon which we insist, to make for a smooth transition to school and a harmonious school environment. These are outlined in the enrolment procedures which follow.

Enrolment Procedures

Application Procedure and decision making process

Enrolment forms for the coming school year will be available in the second term annually. The availability of these forms will be notified to prospective parents through the parish newsletter, local newspaper, school website and notices displayed in the local childcare facilities. Parents/Guardians, may provide some basic details of potential enrollees to the school at any stage, but this is not a guarantee of enrolment.

1. Parents/Guardians seeking to enrol a child in Scoil Mhuire gan Smál are requested to return a completed enrolment application form (available from the school office) with an original birth certificate and baptismal certificate where applicable (both of which

Scoil Mhuire gan Smál Ballymote

Enrolment Policy



will be copied and returned). Any relevant reports (e.g. medical, psychological, speech therapy, previous school reports, etc.) should be included with the enrolment forms.

2. The names of children for whom fully completed enrolment forms have been returned, will be put on a class waiting list.
3. A child may only be enrolled in Junior Infants if they have reached their fourth birthday on or before the first of September in the year of enrolment.
4. While recognising the right of parents to enrol their child in a school of their choice, the Board of Management will also be cognisant of the rights of the existing school community and in particular, the children already enrolled in the school. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - a. The primary school staffing schedule as determined by the Department of Education and Skills, which currently operates on the basis of a general average of 1 classroom teacher for every 27 pupils.
 - b. The educational needs of children of a particular age.
 - c. The presence of children with special educational / behavioural needs.
 - d. The safety of pupils and staff.
 - e. The available space in a classroom.
5. In the event of the number of children seeking enrolment in any given class exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:
 - a. Siblings of children already enrolled – priority to oldest.
 - b. Children living within the catchment area of the school – priority to oldest.
 - c. Children of current school staff – priority to oldest.
 - d. Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map), if the home is outside the agreed catchment area.
 - e. In the event of the school being unable to enrol a child from categories a,b,or c above, at the beginning of a school year or mid-year, such children will be receive priority (in the above order) over children on the class waiting list in the subsequent year.
 - f. When all completed enrolment application forms received before the prescribed date are processed, children will be offered, in writing, a place in Junior Infants for the coming September .

Scoil Mhuire gan Smál Ballymote

Enrolment Policy



An information meeting for parents/guardian and a series of induction sessions for new Junior Infants are organised in early June annually.

Children attending Scoil Mhuire gan Smál are expected to wear the full school uniform.

Children attending Scoil Mhuire gan Smál should have the necessary textbooks and materials prior to enrolment.

Enrolment of Children with Special Needs

Scoil Mhuire gan Smál welcomes children with physical disabilities and special educational 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/her disability or special needs and to profile the support services required.

Following the receipt of the report, the Board of Management 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 Special Education Needs Organiser to provide the resources required to meet the needs of the child outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. The school will meet with the parents/guardian of the child and with the SENO to discuss the child's needs and the school's capacity or suitability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents/guardians, principal, class teacher, special education teacher, SENO or psychologist as appropriate.

Pupils transferring from another school

While recognising the right of parents to make an enrolment application for their child to the school of their choice, the Board of Management of Scoil Mhuire gan Smál must respect and uphold the rights of the existing school community and in particular, the children already enrolled therein.

Pupils transferring from another school will be admitted at the beginning of September only and will be subject to the conditions outlined in the 'Enrolment Procedures' listed above. Furthermore, school reports from the previous school must be submitted with the enrolment application.

Scoil Mhuire gan Smál Ballymote

Enrolment Policy



The only exception to this will be pupils who have moved into our school catchment area and are resident there. If pupils in this category move into the catchment area during the school year, parents may seek to enrol them in Scoil Mhuire gan Smál, subject to the conditions outlined in the 'Enrolment Procedures' listed above. School reports from the previous school must be submitted with the enrolment application. These 'mid-year enrolments' will generally only be accepted at the beginning of a school term.

Code of behaviour / Anti Bullying policy

Parents of children wishing to enrol in Scoil Mhuire gan Smál will be given a copy of our Code of Behaviour and Anti Bullying policy. It is a requirement of enrolment that parents and pupils are familiar with both policies and that they support and co-operate with the school in their implementation. The signing of a certificate of co-operation in relation to both these documents is a condition of enrolment. School policies are reviewed and amended from time to time. Parents will be made aware of any changes made to policies.

Attendance

Regular and punctual attendance is very important for your child. Our *school attendance strategy* is available to view on our school website. In accordance with the Education Welfare Act 2000, a pupil whose attendance is a cause of concern will be referred to TUSLA.

Primary Online Database

The Department of Education and Skills requires the following details about your child: Name, Address, Date of Birth, Nationality and PPS Number. The school enters these details into the Primary Online Database (POD). For further information, you can access 'POD Fair Processing Notice' on the POD area of the Department's website:

<https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/privacy-notice-primary-online-database.pdf>

Right of Appeal

Parents/Guardians under the Education Act 1998 (section 29), have the right to appeal decisions by the Board of Management in relation to enrolment or exclusion to the Secretary General of the Department of Education and Skills on the official form provided by the department.

<https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>

Scoil Mhuire gan Smál Ballymote

Enrolment Policy



Providing incomplete or incorrect information on enrolment applications may result in a delay or inability to provide your child with a place in Scoil Mhuire gan Smál.

Ratification and Communication

This policy was ratified at a meeting of the Board of Management of Scoil Mhuire gan Smál on 24/1/19.

The policy will be made available on our school website www.smgsballymote.ie

Review

It will be reviewed every two years or as necessary.