

**SCOIL MHUIRE  
ENROLMENT  
POLICY**

# **Scoil Mhuire Enrolment Policy**

This enrolment policy is 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, Very Rev. Tim O’Riordan P.P., Parochial House, Abbeyside and the Principal Ruaidhrí de Paor, Scoil Mhuire, Abbeyside, will be happy to clarify any further matters arising from the policy.

**School Name:** - Scoil Mhuire

**Address:** - Abbeyside, Dungarvan, Co. Waterford

**Telephone Number:** - 058-41102

**Denominational Character:** - Catholic

**Patron:** - Dr. William Lee, Bishop of Waterford and Lismore

**Number of Teachers:** - 23 including Administrative Principal, 5 special needs teachers and 17 mainstream Class Teachers

**Classes Taught:** - A full range of classes from Junior Infants to 6<sup>th</sup> Class, boys and girls are taught

The school depends on the grants and teachers’ 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
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society

## **Enrolment Procedures**

This year enrolment will commence in November. Invitations to enrol are sent to those parents of potential new entrants who:-

- Are resident within the parish
- Who have previously made contact with the school regarding enrolment
- Have siblings already in the school

Applications for enrolment must be completed and returned to the school before a specified closing date. This is usually two weeks after the date notification for enrolment is published.

### **Enrolment at Scoil Mhuire will be promoted by any or all of the following:-**

- Church announcement
- Advertisement in local press
- Letters/poster to local pre-schools
- Posters displayed in local business premises/churches

### **DECISION MAKING**

Decisions in relation to applications for enrolment are made in accordance with school policy. As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled upon application, provided that there is space available.

As part of the decision making process, due consideration will be given to the following;-

- D.E.S. guidelines in relation to class size and staffing provision
- Availability of classroom accommodation
- D.E.S. *Rules for National Schools* which provides that pupils may only be enrolled from the age of four years and upward, compulsory attendance does not apply until the age of six years.

In the event that applications for enrolment exceed the number of places available, the following prioritising criteria are used:-

1. Places will be allocated to children who have reached their fourth birthday on or before May 1<sup>st</sup>.

2. Families whose primary residence is in the immediate areas of Abbeyside Parish. If the class is oversubscribed within the application of this particular criterion, then places will be allocated to children with siblings already in the school. Following this, places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
3. Children of current staff employed by the school. If the class is oversubscribed 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.
4. Children of parents who are past pupils of the school. If the class is oversubscribed 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.
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 prioritization proceeds until all places have been allocated.

Once decisions are made with regard to enrolment each applicant will receive a response in writing within 21 days of the closing date. They will be made aware that there is an appeal process.

#### **ADMISSION DAY/DATE**

Under no circumstances will a child who has reached his/her 4<sup>th</sup> birthday after September 30<sup>th</sup> be enrolled in that particular year.

#### **CRITERIA FOR ENROLMENT TO SI TO 6<sup>TH</sup> CLASSES**

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6<sup>th</sup> classes.

1. Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
2. Families whose primary residence is in Abbeyside Parish.
3. Children of current teaching staff.
4. Children of parents who are past pupils of the school.

#### **TRANSFER FROM ANOTHER PRIMARY SCHOOL**

At any time of the year a parent may transfer his/her child from another Primary School to Scoil Mhuire either with the consent of the Minister or when the transfer is made because

of a change of the ordinary residence of the child. In other circumstances a child may be accepted at the beginning of a quarter in compliance with school policy as outlined above.

### **CHILDREN WITH SPECIAL NEEDS**

Scoil Mhuire will make every effort to accommodate children with special needs.

If parents are aware that a child has special needs before enrolment the school will request all the up to date information available for example, medical reports/psychological assessments. This will 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 receipt of reports, the school will assess how the needs specified in the report can be met. Where the school deems that further resources are required it will request the D.E.S. provide the resources required to meet the needs of the child as outlined in the reports.

It may be necessary to defer enrolment of a particular child pending

- The receipt of an assessment report and/or
- The provision of appropriate resources by the D.E.S. to meet the needs specified in the psychological and/or medical report.

# SCOIL MHUIRE APPLICATION FOR ENROLMENT FORM

Please complete the form clearly and in block capitals.

Child's name: (As on birth certificate) \_\_\_\_\_

Gender: \_\_\_\_\_

PPS No.:

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First name by which child is to be known: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Religion: \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

Class in which child is to be enrolled: \_\_\_\_\_

Parents'/Guardians' names: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Most reliable Mobile Telephone number: \_\_\_\_\_

Additional contact number(s): \_\_\_\_\_

\_\_\_\_\_

Current pre-school/playschool or previous school:

\_\_\_\_\_

In the case of a transfer from another primary school please supply your child's school report book.

Has your child ever had or does she/he currently have:

Vision Problems: Yes \_\_\_\_\_ No \_\_\_\_\_      Hearing Problems: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to any of the above, please give details: \_\_\_\_\_

\_\_\_\_\_

Has your child ever been assessed by a psychologist, speech and language therapist, occupational therapist or other such professional? \_\_\_\_\_

\_\_\_\_\_

If so, please include a copy of this report with the enrolment form.

Please outline any other relevant information that you feel the school should be made aware of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applicable, please supply the following data regarding younger siblings.

Child's name	Date of birth	Year for enrolment

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date