

# **ADMISSION / ENROLMENT POLICY**

*November 2011.*

The Enrolment Policy of the Board of Management of St. Margaret's National School, St. Margaret's, Co. Dublin. - Telephone No. 01-8361669.

## **Introductory Statement**

This policy was devised and formulated by the school community, involving Board of Management, Parents and Staff of St. Margaret's National School in accordance with the rules and regulations of the Department of Education & Skills and the C.P.M.S.A.

The present principal of the school is Ms. Ciara Gaughan.

The school is a Catholic Primary School under the Patronage of the Catholic Archbishop of Dublin.

Presently the school has a teaching Principal, three assistant teachers and a full time Learning Support Teacher.

The school is a Roman Catholic school, teaching all standards from junior infants to sixth class. The school depends on the grants and teacher resources provided by the Department of Education & Science and it operates within the regulations laid down from time to time by the department.

As a Roman Catholic school, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

The school follows the curricular programmes prescribed by the Department of Education & Skills, 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, 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 the diversity of values, beliefs, traditions, languages and ways of life in society.

St. Margaret's National School operates from 9.00 a.m. to 2.40 p.m. daily with the exception of junior and senior infants who finish at 1.40 p.m.

#### **Selection Criteria:**

While recognizing the right of parents to enroll their child in the school of their choice, the Board of Management of St Margaret's National School takes cognisance of the rights of the existing school community, and in particular, the children already enrolled. This requires balanced judgements in deciding questions of enrolment, guided by the principles of natural justice and/as acting in the best interest of all children.

The Board of Management reserves the right to determine the maximum number of children in each class bearing in mind, in particular:

- a) The size of available space in classrooms - currently the Board of Management has decided that no more than **28** children may be enrolled in a classroom containing multi-grade classes.
- b) The educational needs of children of a particular age, priority to the oldest.
- c) The existence of multi-grade classes
- d) The presence of children with special education/ behavioural needs.
- e) Department of Education & Skills maximum class average directives.
- f) The parameters of the schools Health & Safety Policy.

In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available the following criteria, in the order set out, will be used to prioritise children for enrolment:

1. Children who were unsuccessful in their application the previous year will be given priority in accordance with (a-f). This will not apply to children who have started in another school.
2. Priority of place must go to the brothers and sisters of children in the school.
3. The next priority will go to children living in the area of the School. Consideration must be given to the fact that there are two other Parish Primary Schools in St. Margaret's.
4. Children of past pupils not living in the area of the school.
5. Catholic children from other districts that do not have a Catholic School in the Parish.
6. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the first four groups have been allocated places.
7. All children who apply to the school and are not Catholics and not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the first 6 groups have been allocated places.

Having regard for Department of Education & Skills directives on maximum class averages and on the minimum age for school enrolment the Board of Management will not consider enrolling a child unless they have reached their **4<sup>th</sup> birthday by 15<sup>th</sup> May** in the year of enrolment. This stipulation may be reviewed in order to keep the class size within the stated guidelines of this policy.

In the event of only one place remaining to be filled, where two applicants of the same birth date are next on the waiting list the child whose application was returned to the school first shall be awarded the place.

Other pupils may be enrolled during the school year (if newly resident in the area of the school) subject to the criteria already outlined.

#### **Application Procedure for Enrolment of a child:**

- Parents seeking to enroll their children in St Margaret's N.S. for 1<sup>st</sup> September in any given year are requested to complete an enrolment application form sent from the school and return to school before 31<sup>st</sup> January in that year.

- The Board of Management will meet after this date to assess all applications and in the event of more applicants than available places, the enrolment criteria will apply.
- Parents will be informed within 21 days of the decision of the Board.
- Parents of children who have been accepted for enrolment must inform the school, in writing, accompanied by €50 deposit which will be offset against the requisite list for the new school year, within 7 days if they wish to accept the place. Failure to do so will result in the re-allocation of the place.
- Junior infants who have not been in another national school will only be admitted on 1<sup>st</sup> September of each school year.

### **Enrolment of Children with Special Needs:**

When an application for the enrolment of children with special needs is received the Board of Management may request a copy of the child's medical and or psychological report or where such a report is not available to 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 receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it should, prior to enrolment, request the Department of Education & Science to provide the resources required to meet the needs of the child outlined in the psychological 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 of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full-case conference involving all parties should be held, which may include parents, principal, class teacher, and resource teacher for special needs or psychologist, as appropriate.

### **Pupils Transferring:**

Pupils wishing to transfer from other school are enrolled subject to the rules governing national school and:

- School Enrolment Policy
- The school being satisfied with the reasons for the transfer.
- The school regarding the move to be in the best interests of the pupil.
- Available space.

### **Code of Discipline:**

On acceptance into the school the parents will be issued with the approved code of discipline of the school and they will be invited to accept it in writing.

**This Admissions / Enrolment policy will be subject to review by the Board of Management as deemed necessary.**

**Signed..... Chairperson of the Board of Management.**