

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: - Alphonsis Cullinan, Bishop of Waterford and Lismore

Number of Teachers: - 23 including Administrative Principal, 5 Special Needs Teachers and 18 mainstream Class Teachers

Classes Taught: - A full range of classes from Junior Infants to 6th 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

An Open Day takes place each year usually in April. Invitations to attend 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

FORMAT OF OPEN DAY

Depending on the anticipated number, the Open Day will be divided into two/three sessions. Guests are first of all brought to one of the Junior Infant classrooms where both parents and children meet the Infant Teachers. The children are allowed mingle and 'explore' the classroom while the parents are brought to the adjoining Infant classroom where light refreshments will be served. During this time, parents are affording the opportunity of asking the Principal any questions they may have regarding the school. Parents are provided with information sheets regarding the school. They are also given a consent form for the Stay Safe Programme and they are asked to provide a copy of their child's baptismal certificate. Each session lasts approximately 45 minutes to one hour.

Open Days 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 1st.
2. Families whose primary residence is in the immediate areas of Abbesside 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 and who have reached 4 years on or before May 1st. Following this, places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
3. Priority is given to brothers and sisters of children already in the school living in the same household. 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 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.
5. 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.
6. 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.

ADMISSION DAY/DATE

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

CRITERIA FOR ENROLMENT TO SI TO 6TH CLASSES

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

APPLICATION FOR ENROLMENT TO SCOIL MUIRE

CHILD'S FULL NAME (As on Birth Certificate):

CHILD'S NAME (Irish):

CHILD'S PPS NUMBER:

NAME BY WHICH CHILD IS TO BE KNOWN:

DATE OF BIRTH:

NAME/NAMES OF PARENT/PARENTS:

ADDRESS:

RELIGION:

TELEPHONE NUMBER:

ADDITIONAL CONTACT NUMBERS:

CLASS IN WHICH CHILD IS TO BE ENROLLED;

CURRENT PRE-SCHOOL/PLAYSCHOOL OR PREVIOUS SCHOOL:

Please state if there is anything you feel the school should know regarding
your child's health:

If applicable, please complete the following re younger children:

NAME	DATE OF BIRTH

Signature of Parent/Guardian

Date