



Scoil Mhuire

Rathsallagh, Shankill, Dublin 18. Tel: 01-282 3507 Fax: 01-272 0489

Enrolment Policy

School Management

The school is managed by the Board of Management. The Board is charged with the governance of the school and the appointment of staff. The Board consists of:

- The Chairperson of the Board, Rev. Fr. John O'Connor, S.A.C., p.p., appointed by the Archbishop,
- Another representative of the Trustees,
- Two community representatives,
- Two elected parents,
- A member of the teaching staff,
- The School Principal, Patricia Slavin.

The enrolment of pupils in Scoil Mhuire N.S. is at the discretion of the Board of Management (BOM) and operates in accordance with Rules for National Schools and other relevant circulars, amendments and regulations as decreed by the Department of Education & Skills (DES). In matters relating to enrolment, the BOM reserves the right to take into consideration a number of factors including, but not limited to, class size, staffing provisions, physical space, and the health and welfare of the children and existing school community.

This policy explains the admission procedures prepared by the BOM, as required by the Education Act 1998.

Scoil Mhuire is a Roman Catholic school under the patronage of the Catholic Archbishop of Dublin. It is a mixed school for boys and girls with the full stream of classes (Junior Infants to 6th Class) being taught. Our current patron is Archbishop Diarmuid Martin.

Half an hour per day is allocated to the teaching of the Catholic Religion programmes including the preparation of the children for the Sacraments of Reconciliation, First Holy Communion and Confirmation. Grow in Love/Alive O are the religion programmes used in Scoil Mhuire.

Enrolment policy

The enrolment policy is set out:

- in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000 and the Education of Persons with Special Educational Needs Act 2004
- taking into account the rights of the Patron as set out in the above Acts
- within the context and parameters of the DES regulations
- bearing in mind the funding, facilities and resources available.

The school supports the principles of:

- inclusiveness
- equality of access and participation in the school
- parental choice in relation to enrolment
- respect for the diversity of values, beliefs, traditions, language and ways of life in society.

While recognising the rights of parents to enrol their child in the school of their choice (Educational Act 1998 Section 15.2), the Board of Management equally strives to respect the rights of management to make balanced judgements guided by the principles of natural justice and taking into account the best interests of all children.

Mission Statement

A Roman Catholic School (which is established in connection with the Minister of Education) aims at promoting the full and harmonious development of all aspects of the person of the

pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of 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.

Application Procedure: Junior Infants

Admission to Junior Infants normally takes place on the first day of the academic year.

Applicants are expected to be four years of age by September of the year in which they begin school, in accordance with Department of Education and Skills rules.

The procedure for parents seeking to enrol their child in Junior Infants in Scoil Mhuire is as follows:

- In the academic year before your child is due to start, parents need to fill out an application form. This can be obtained from the school's office or downloaded from our website.
- In addition to the school's official application form parents will be asked for the following:
 - a copy of the applicant's birth certificate
 - child's PPS number
 - a copy of the applicant's baptismal certificate if applicable
 - copies of assessments carried out by relevant professionals
 - the names and addresses of the child's parents/guardians
 - details of any medical needs.
- The onus is on the parents to inform the school of any change of address or change of contact phone numbers.
- Early in the year, the school will send out a letter asking parents to inform the school of any special educational needs, additional needs, medical conditions or emotional difficulties that would be relevant to their child's education. Offering of places is subject to the provision of this requested information. The submission of false or misleading information may lead to the withdrawal of the offer of a school place.

- In the Spring term, the school will invite the parents in for a Junior Infant induction meeting. On a separate occasion in this term, the children will have an opportunity to visit the school and see their new classrooms.

In the event that the number of children seeking enrolment exceeds the number of places available in any class, the following criteria, in order of priority, shall apply to all new applicants:

- brothers and sisters of children already enrolled in the school who reside within the catchment area of Scoil Mhuire in the parish of Shankill
- Catholic children who reside within the catchment area of Scoil Mhuire in the parish of Shankill
- brothers and sisters of children already enrolled in the school who reside outside the catchment area of Scoil Mhuire in the parish of Shankill
- Catholic children who reside outside the catchment area of the parish of Shankill.
- All other children.

Cut-off Date for Receipt of Applications

The cut-off date for the processing of applications for September enrolment each year shall be the 31st May of the year in question. Late applications will be considered at the discretion of the BOM.

The BOM strongly recommends that applicant children are at least four years of age on or before June 30 of the school commencement year.

Special Educational Needs

Scoil Mhuire promotes the integration of children with special educational needs and supports the principles of inclusiveness of children with disabilities or other special educational needs. Our school welcomes applications from all prospective pupils. The Board of Management reserves the right, in the case of enrolment of a child with a special educational needs, to request a copy of the child's medical and psychological report or, in the absence of the same, to request immediate assessment of the child. The purpose of this requirement is to assist the school in establishing the educational needs of the child, relevant to his/her disability or special

need and to identify the support services required. We endeavor to have all resources and supports in place before the child is admitted to our school.

The school will meet the parents/guardians of the child to discuss the school's suitability and the capability of the school in meeting the child's needs. A full case conference may be called and this could include parents/guardians, a class teacher, a member of the school's Special Educational Team, the SENO, a psychologist, social workers and other relevant supports.

Notwithstanding the availability of such resources, parents who are unsatisfied with the level of support Scoil Mhuire can provide are advised to consider an alternative school, one which is designed and resourced to specifically cater for the requirements of children with special educational needs.

The Board of Management reserves the right to refuse to enrol a pupil in exceptional circumstances, such as:

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

While recognising the rights of parents/guardians to enrol their child in the school of their choice, the BOM of Scoil Mhuire is also responsible for ensuring that the rights of the existing school community are respected, and in particular the rights of children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and taking into account the best interests of all children.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed to the Chairperson of the Board, stating the grounds for appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29

of the Education Act on the official form provided by the Department. The appeal must be lodged within 42 days of receipt of the school's enrolment decision.

Enrolment into other classes

Pupils may transfer to the school from other schools at the beginning of each quarter (1st July, 1st October, 1st January or 1st April), or as soon as the school is open after that date, subject to the school's Enrolment Policy, the availability of places and, in some cases, the approval of the Department of Education & Skills. In considering student transfers, the Principal (on behalf of the BOM), will ask for a reference from the pupil's current teacher, copies of the last three school reports and Standardised Test Results, where available. The Principal will also contact the Principal of the other school for a report, as required by the Educational (Welfare) Act 2000, and the parents/guardians will be notified of the BOM's decision in writing within 21 days.

While recognising the rights of parents/guardians to enrol their child in the school of their choice, the BOM of Scoil Mhuire is also responsible for ensuring that the rights of the existing school community are respected, and in particular the rights of children already enrolled. In matters relating to the enrolment of students transferring from another school, the BOM reserves the right to take into consideration a number factors including, but not limited to, class size, staffing provisions, physical space and the health and welfare of the children and existing school community.

The Board, in good faith, has agreed and endorsed this enrolment policy as an official document for Scoil Mhuire, and it has been written to ensure that the rights of the entire school community are upheld.

The Board of Management of Scoil Mhuire reserves the right to review or amend this policy at any time. Any amendments or additions must maintain and sustain the Catholic ethos of Scoil Mhuire, in line with the school's Mission Statement. The decisions of the Board shall be final and binding.

Reviewed by the Board of Management on _____

Signed: _____ (Chairperson)

Date: _____

Signed: _____ (Principal)

Date: _____