

**Scoil Mhuire Gan Smál, Creagh, Ballinasloe, Co. Galway.
[Roll No. 17198S]**

Enrolment/Admission Policy

General Introduction

This Enrolment/Admission Policy is set out in accordance with the provision of the Education Act, 1998, and the Board of Management trusts that by so doing parents/guardians will be assisted in relation to enrolment matters and that furthermore the Chairperson of the Board of Management (Fr. Declan McInerney, 14 Kilgarve Gardens, Creagh, Ballinasloe) and Principal Teacher (Ms. Stephanie Keating, Creagh National School, Ballinasloe) will be happy to clarify any further matters arising from this Policy.

General School Information

Name of School:	Muire gan Smál
Address:	Creagh, Ballinasloe, Co. Galway.
Roll No.	17198S
Tel. No.	090 9642634
Fax. No.	090 9645463
Official Opening Hours:	9.20 a.m.-2.00 p.m. – [Junior & Senior Infants] 9.20 a.m.- 3.00 p.m. – [I – VI & Special Needs]
School's Denominational Character:	Roman Catholic School under the patronage of the Catholic Bishop of Clonfert, Dr. John Kirby.
School Staff:	- 1 Administrative Principal - 15 Mainstream Class Teachers - 3 Learning Support Teachers - 4 Resource Teachers - 5 Special Needs Assistants - 1 Secretary - 1 Caretaker
Board of Management:	Fr. Declan McInerney, Stephanie Keating, Áine Bleahene, Frank Gallagher, Paul Madden, . Claire McGreal, Carmel Stack, Mary Fallon

Classes: Mixed school with a full range of classes from Junior Infants – Sixth.
The school also has one permanent class for children with a mild general learning disability.

Department of Education & Science:

Our school depends on the grants and teacher resources provided by the Department of Education and Science and operates within the resources and funding made available by this Department.

Our school operates within the Rules for National Schools or any amendments made, from time to time, by Department Circulars.

Our school follows the curricular programmes prescribed by the Department of Education & Science and which also may be amended from time to time in accordance with Section 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.

Enrolment – General

1. No child will be refused admission to our school on the grounds of race, religious belief, being a member of an ethnic or minority community or on the grounds of social distinction.
2. No child will be enrolled in our school before the fourth anniversary of his/her birthday and if transferring must be age appropriate to their grade. Child must be 4 years of age on or before the 31st August of the year of enrolment. On the first admission of a child to an Irish National School the parents/guardians must supply our school with satisfactory documentary evidence of the date of the child i.e. Long Form Birth/Adoption Certificate.
3. Our school will communicate its enrolment dates to the wider community through school newsletters and the parish bulletin. Enrolment date will **not** be earlier than 1st January of the year of enrolment.
4. The date for Junior Infants to start school shall be the beginning of September of the year of enrolment.
5. As a general principle and in so far as practicable, having regard to our school's enrolment policy, children will be enrolled provided there is
 - (i) Place/Space available
 - (ii) Department of Education and Science guidelines in relation to class size or staffing provision are adhered to.
 - (iii) That the physical space and/or health and welfare of children are not compromised.

ENROLMENT APPLICATION PROCEDURE

Parents/Guardians who wish to enrol their child/children in our school should:

- Contact the school
- Collect/Receive an official Enrolment Application Form. Enrolment Application Forms will be available from the school from the first day the school is open in January of the year of enrolment.
- Complete and return this form to the school. The date of receipt of this completed Enrolment Application Form by the school will constitute the **official request date** for enrolment. Attach a copy of your child's Birth Certificate with this form.

- Cut off date for receipt of Enrolment Application Forms shall be 31st March of year of enrolment.

Enrolment Criteria

In the event of applications for enrolment exceeding the number of places available the Board of Management will apply the following selection criteria in the following order of priority.

1.1 Children living in our catchment area

{Our catchment area is defined as starting at Bridge Street, Ballinasloe and continuing in a general easterly direction to incorporate all the townlands, streets and estates in the Parish of Creagh. It also includes the townland of Culliagh in the Parish of Moore, a traditional catchment area for the school}.

1.2 Children with family members already in the school i.e. brother, sister, mother, father.

1.3 Children whose family have traditionally attended our school.

1.4 All other applications – these will generally be considered on a first come – first served basis. This category will also include pupils who while living in our catchment area enrolled in another primary school and who subsequently seek to transfer to our school.

Decision Making:

The Board of Management will hold a special meeting in early April each year to review all applications for enrolment and to decide on admissions for the upcoming new school year. Parents will be notified of the Board's decision within 21 days of the date of this meeting. Where the Board of Management is unable to accommodate an enrolment application the parents/guardian will be informed of their right to appeal under section 29 of the Education Act 1998.

- The Board of Management instructs the Principal not to issue any further Enrolment Application Forms when a decision that the school is full has been made by the Board of Management.

Enrolment of Children with Special Needs

{To Mainstream or Special Needs Class}

Our school welcomes children with Special Needs and will be positive in its attitude towards their enrolment. In order to best cater for the needs of such children prior to Enrolment the school requires the following :-

- I.** Completion of Enrolment Application Form
- II.** Copies of any relevant medical history
- III.** Copy of psychological report
- IV.** Copies of any other relevant reports from other Child Care Professionals.
- V.** Meet the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.
- VI.** The Board of Management may request a Case Conference.

The purpose of this procedure 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 or which may be required in the future.

Where the Board of Management deems that further resources are required it will, prior to enrolment, request the Department of Education and Science and or The National Council for Special Education to provide the resources required to meet the needs of the child as outlined in the various reports.

The Board of Management may decide to defer enrolment of a particular child pending

- the receipt of an assessment report and/or
- the provision of appropriate resources by the Department of Education and Science and or The National Council for Special Education to meet the needs specified in the Psychological and/or other medical reports.

Pupils Transferring:

Pupils may transfer to our school subject to :-

- I.** Our school's enrolment policy
- II.** Availability of places/spaces
- III.** Department of Education and Science rules for National Schools and relevant Department of Education and Science Circulars.
- IV.** With the direct approval of The Minister of Education and Science.
(No change of ordinary residence/not at the beginning of one of the recognised school quarters)

Pupils transferring to our school should supply us with a Pupil Transfer Form from their old school.

EXCEPTIONAL CIRCUMSTANCES

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Suspension – Expulsion:

The Board of Management has made provision in the School's Code of Discipline to deal with **continuously disruptive pupils or a serious breach of discipline** by authorising the Chairperson and/or the Principal to exclude a pupil or pupils from the school for a maximum period of three school days. Parents will be given an opportunity to discuss a proposed suspension with the Principal and Chairperson of the Board of Management. A further period of exclusion up to a maximum of ten days may be authorised by a special decision of the Board of Management to allow for consultation with the parents or guardians of the pupil(s) concerned. In exceptional circumstances the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed. No pupil shall be struck off the rolls for breaches of discipline without the prior consent of the Patron and unless alternative arrangements are made for the enrolment of the pupil at another suitable school.

Children enrolled in our school are required to co-operate with and support our School's Code of Discipline/Anti Bullying Policy (copy attached) as well as other policies on curriculum, organisation and school management.

The Board of Management recognises the pivotal role of parents in ensuring their child(ren) co-operate and respect these policies in an age-appropriate way.

- **This Policy has been ratified by the Board of Management, Scoil Mhuire Gan Smál and reviewed on 8th October, 2003.**
- **This Policy was last reviewed by the Board of Management at its meeting on 25th September, 2007. (26.05.09).**