

# Enrolment Policy

## Section A

### General Information

The B.O.M. of St. Mary's National School Croom sets out its enrolment policy below in accordance with the provisions of the Education Act 1998. The board trusts that by so doing parents will be assisted in relation to enrolment matters and that furthermore, the chairperson of the board of management Very Rev. Joseph Kennedy P.P. Parochial House, Croom and the principal teacher, Miss Mary McDonnell, St. Mary's National School Croom, 061-397416 will be happy to clarify any further matters arising from the policy.

School's Name: St. Mary's National School

Address: High Street, Croom, Co.Limerick.

Telephone No.: 061 - 397416

Roll No.: 09306W

E- mail: [croomns@eircom.net](mailto:croomns@eircom.net)

Denomination: St. Mary's N.S. is a Catholic School

School Charter/

Mission Statement:

St. Mary's National School, Croom is a Roman Catholic School established with the Minister for Education and Science, assisting and facilitating parents, 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 inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic School provides Religious Education for its pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of pupils in the Catholic Faith. **The school also respects the rights and reasonable needs of other pupils of other faiths or none within the school.** In the name of the Father and of the Son and of the Holy Spirit. Amen.

Patron's Name:

Total No. of Teachers:	6 teachers including the principal, , 1 learning support teacher, 1 resource teacher, 1 shared resource teacher
Range of Classes:	Junior Infants to Sixth Class
Type of School:	Mixed
Funding & Resources:	The school depends on the grants and teacher resources provided by the Dept., of Education and Science and it operates within the regulations laid down, from time to time, by the Department. It must be understood clearly that the school must have regard to the resources and funding available to it when making enrolment decisions.
Curriculum:	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 Section 9 and 30 of the Education Act (1998)
Inclusiveness/Equality Of Access/Parental Choice/ Diversity in Society:	<u>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,</u> the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education 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.

Opening Hours: 9.00 a.m. - 2.40 p.m.

School Holidays: School holidays are prescribed by the Department of Education and Skills in agreement with the other partners in education namely, the managerial bodies, teacher unions and parent bodies.

A school calendar issues at the beginning of each school year outlining in as far as is possible all school closures during the school year.

## **Section B**

### **Procedures**

#### **General Information**

The Board of Management is bound by the Department Education and Skills "Rules for National Schools" which Provides that pupils may only be enrolled from the age of 4 years and upwards.

Enrolment Age:	Children having attained four years of age are enrolled in Junior Infants on or from 1 <sup>st</sup> September to 30 <sup>th</sup> September each year.
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Informing the School Community:	Enrolment procedures are be communicated to the school community through the school by newsletter, through the weekend parish bulletin or through other appropriate media soon after Christmas of the foregoing school year.
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Registration:	There is a Registration Week each year before the Easter Holidays.
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Application Form:

Parents are asked to complete an application form and sign indemnification forms and emergency doctor/hospital attendance forms. The application form will require the following information:

- pupil's name, age and address;
- names and addresses of pupil's parents/guardians;
- contact telephone numbers;
- contact telephone numbers in case of emergency
- details of any medical conditions which the school should be aware of;
- religion;
- consent for the Stay Safe and R.S.E. programmes;
- previous schools attended, if any, and reasons for transfer, if applicable, and any other relevant information.

- The application must be accompanied by a Birth Certificate/Adoption Certificate.
- A Baptismal Certificate will be requested from entrants baptised outside the Parish.

Information for Parents:

Group meetings or individual meetings are organised for parents/guardians of the incoming class to familiarize parents with school procedures and

curriculum, where parents are given school literature and where queries and concerns are addressed.

### Getting your Child Ready For School:

- It is desirable that entrants to the Junior Infant Class should have reached a certain standard of behaviour and attained a certain level of competency in areas of social skills.

### Decision Making:

Decisions in relation to applications for enrolment are made by the board of management of the school in accordance with school policy. The board will have regard for any relevant D.E.S. guidelines in relation to class size, staffing provisions and/or any relevant requirements concerning accommodation, such as physical space or the health and welfare of the children.

While recognizing the right of a parent to enroll their child in the school of their choice, the Board of Management to St. Mary's N.S. has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced

judgments, which are guided by the principles of natural justice and acting in the best interests of all children. Therefore the B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- (a) size of / available space in classrooms
- (b) educational needs of children of a particular age
- (c) multi-grade classes
- (d) presence of children with special educational/behavioral needs
- (e) DES maximum class average directives

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the B.O.M. being able to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

- (a) brother & sisters (including step-siblings, resident at the same address) of children already enrolled - priority to oldest



- (b) catholic children living within the parish (in the case of parish schools) - priority to oldest
- (c) Catholic children living outside the parish boundary who do not have a Catholic School within their own parish boundary
- (d) children of current school staff - priority to oldest
- (e) children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the parish/agreed catchment area.

Pupils transferral as a general principle:

Pupils may transfer to the school at any time during the year, subject to school policy, available space and the approval of the Department of Education & Science. It is the policy of the school that parents of people transferring must furnish the school with all relevant information including reports on attendance, behaviour, academic achievement, psychological assessments etc., before the enrolment procedure can be completed.

Enrolment of children

with special needs:

In relation to applications for the enrolment of children with special needs, the board of management will request a copy of the child's medical and/or psychological report or where such a report is not available, will 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 will, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

These resources may include for example, access to or provision of any or a combination of the following: visiting teacher service, resource teachers for special needs, special needs assistant, specialised equipment

or furniture, transport services or other.

The school will meet 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 will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

It may be necessary for the board of management to 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 & Skills to meet the needs specified in the Psychological and/or medical report.

This will only happen in rare or exceptional circumstances.

Code of Behaviour:

Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as all other policies on curriculum,

organisation & management. The B.O.M. places Parents/Guardians responsible for ensuring that their child (ren) co-operate with said policies in an age-appropriate way.

This policy will be reviewed every two years

Updated 30/09/12.

Signed \_\_\_\_\_

Chairperson B.O.M.

Fr. Joseph Kennedy P.P.