Mountmellick GNS

SCOIL IÓSAIF NAOFA
Davitt Road,
Mountmellick,
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Ireland.

Green-Schools

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Enrolment Policy

Parents/Guardians seeking to enrol their daughter(s) in St. Joseph's Girls' Primary School must request an enrolment form from the school.

Application for enrolment to Junior Infant classes usually takes place in the month of January.

General Introduction

The enrolment policy of St Joseph's is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Ms Goretti Whelan and the School Principal, Ms Y Murphy, (St Joseph's. Phone 057 8724540) will be happy to clarify any further matters arising from this policy.

St Joseph's is a Catholic National School for girls under the patronage of the Catholic Bishop of Kildare and Leighlin, and is situated at Davitt Rd, Mountmellick. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life. It is important that all parents are aware and accept at the time of enrolment that St. Joseph's is in the first instance a Roman Catholic school where faith and the values of the Gospel find daily expression in every activity within the school.

The school caters for girls from age 4 years to approximately 12 years in classes from Junior Infants to Sixth Class. Teacher numbers are according to DES pupil teacher ratio. Some classes are multiclass. Learning support teachers and SNA's are appointed according to DES regulations.

The school depends on grants and teacher resources provided by the Department of Education and Science and operates within the rules and regulations laid down from time to time by the Department of Education and Science. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St Joseph's follows the curricular programmes laid down 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 of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of St Joseph's 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 and
- *respect for the diversity* of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to St Joseph's for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

Procedures

As a general principle and insofar as practicable having regard to the enrolment policy of St Joseph's, children will be enrolled on application provided there is space available in the requested class. Currently the school is full when we have 242 students ie DEIS PT Ratio of 22 by 11 class teachers. Every effort will be made to keep junior classes to a max of 21 and senior classes to 24 as per DES Cir. We will also try to keep mixed classes to a max of 20.

Pupils will, as a rule, only be admitted to Junior Infant classes if they have reached their fourth birthday by the first day of term - Usually 1st September. No new Infant enrolments can be accepted after this date. Children may be admitted to a Junior Infant Class (if there is availability in JI) during the school year provided they are transferring from another school.

Application Procedure

The Board of Management has determined that each January, the school principal will communicate generally to the school community through school newsletters, Parish Newsletters, announcement at Church Masses and any other appropriate media that applications are being accepted on given dates – usually mid January. The school principal will accept written applications for enrolment in Junior Infants up to two weeks after this date.

Provision of Key Information by Parents

Applications will only be accepted on the basis of a fully completed School Registration form. This form must be accompanied by a copy of Birth /Adoption Certificate and Baptismal Certificate if appropriate. Evidence of residency is required in the form of a household bill etc. At some stage prior to enrolment Parent(s)/Guardian(s) and child should call to the school to meet the Principal/Deputy Principal.

If newly resident, pupils can be enrolled provided they also have

- a letter of transferral from their previous school
- a recent progress report
- a copy of any other relevant reports.

A place will only be offered if there is room in the class. This is determined by the pupil teacher ratio outlined by the DES.

Decision Making

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed/ is expected to exceed the number of spaces available the Board of Management has determined that priority in the allocation of places will be given to the following groups of children

- Sisters of girls already enrolled in the school (including step-siblings, resident at same address)
- Girls of the parish ie. Roman Catholic Parish of Mountmellick.
- Daughters of permanent staff members.
- Girls who are not residents of the parish with priority given to oldest.

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting.

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made.

In determining enrolment, the Board of Management shall take into account Department of Education and Science regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school and reserves the right to refuse enrolment on these grounds.

The Board of Management is bound by the Department of Education and Science's Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years. Children will be placed in an age appropriate class.

Appeals Procedure

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the 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 Science under Section 29 of the Education Act on the official form provided by the Department. This appeal to the DES must be lodged within 42 days of receipt of the refusal from the school to enrol.

Enrolment of Pupils with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of any relevant medical or psychological reports as are available. If such a report is not available, it is open to the Board to request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support services required.

Following receipt of such a report the Board of Management shall assess how St Joseph's can meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Science to provide the required resources. If the Board deem it necessary, they will defer enrolment until supports are in place. These may include any combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport or other services.

The school principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of St Joseph's to meet those needs. If necessary, a full case conference may be called which may include parents, principal class teacher, learning support teacher, special class teacher, resource teacher, SENO, psychologist, medical personnel.

Transfer of Pupils

Pupils may transfer to the school at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Science.

If we are oversubscribed, a waiting list will be put in place. Priority will be given to children who have moved to the parish and do not have a school place, over children who have a place in a local school but wish to transfer to our school.
Parents who remove children from the school, of their own accord and who then wish to re-enrol may be requested by the principal to apply in writing to the BOM to have their application considered.

Code of Behaviour

Girls 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 and management. The B.O.M. places Parents / Guardians responsible for ensuring that their daughter(s) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended for gross or repeated instances of serious misbehaviour. These policies may be added to and revised from time-to-time.

This policy was approved by the Board of Management and shall be reviewed regularly by the Board of Management and changed where deemed necessary and appropriate.

The Board of Management of Scoil Iósaif Naofa sanctioned this reviewed Policy at their Board of Management meeting on 16th December, 2019

Signed : Date: 16/12/19

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Ms Goretti Whelan

Chairperson of Board of Management