

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

1 Purpose

This Enrolment Policy sets out the process for the enrolment of boys in Scoil Mhuire Senior Boys National School. It is set out pursuant to Section 15 of the Education Act, 1998. The Chairperson of the Board of Management and the Principal will be happy to clarify any matter arising from this policy.

2 Scope

Scoil Mhuire is a Roman Catholic Senior Boys National School founded by the Congregation of the Christian Brothers in 1928 and is now under the trusteeship of the Edmund Rice Schools Trust (ERST). The patron of the school is the Catholic Archbishop of Dublin.

The school caters for boys from second to sixth class. It is informed by the religious and educational philosophy as set out in the ERST Charter which is based around the following five key elements:

- Nurturing faith, Christian spirituality and Gospel based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Scoil Mhuire operates under the Rules for National Schools and Department Circulars and is funded by grants and teachers resourced by the Department of Education and Skills (DES). 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.

Scoil Mhuire follows the curriculum programme laid down by the Department of Education and Skills. The school also follows the religious education programme prescribed by the Education Secretariat of the Catholic Archdiocese of Dublin.

3 Principles

Within the context of the DES regulations and programmes, the rights of the Trustees as set out in the Education Act, 1998 and the funding and resources available, Scoil Mhuire supports the following principles:

- Inclusiveness, in particular, in relation to the enrolment of children with special needs
- Equality of access and participation in the school

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

- The right of parents to enrol their children in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The enrolment policy of Scoil Mhuire aims to ensure that appropriate procedures are in place to enable the school to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of resources available to it and to make decisions on all applications in an open and transparent manner. These decisions are made in a manner consistent with this policy as approved by the Board of Management, with the ethos of the school and with legislative requirements.

4 Policy

Decisions in relation to applications for enrolment are made by the Board of Management of Scoil Mhuire in accordance with this policy.

Enrolment in Second Class:

Priority is given to the enrolment in Second Class of boys from First Class in St. Vincent de Paul Infant School.

Where the number of applicants exceeds the number of places available in Second Class, Scoil Mhuire will employ the following criteria in determining priority of admission:

- Boys from First Class in St. Vincent de Paul Infant School.
- Brothers of pupils currently enrolled in the school.
- Boys whose main family residence is within the established geographical boundaries of the Catholic Parish of Marino.
- All other boys who apply for a place in the school.

If the applications within a category exceed the number of places available, older children will be given precedence.

The names of all applicants who are not allocated a place will be placed on a waiting list in the order determined by the criteria set out above. Any additional places that become available prior to the commencement of the relevant Second Class will be allocated from the waiting list.

Application Procedure for Enrolment in Second Class:

In December of the year prior to enrolment application forms are given to the parents of boys currently enrolled in First Class in St. de Paul Infant School. Forms for other applicants are available

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

from Scoil Mhuire. Completed forms and any other relevant documentation must be returned to the school Secretary or Principal by the 31st January of the year of enrolment.

The Principal will communicate the Board's decisions on applications for enrolment in Second Class in writing to the address given in the Enrolment Form within twenty one days of the final date for receipt of applications.

Parents are required to accept the place on offer within seven days of receipt of the letter of offer.

An information meeting will be held for the parents of the incoming Second Class pupils in early June.

Enrolment in Third to Sixth Classes:

Applications for places in Third to Sixth Class will be considered provided there is a vacancy in the relevant class. Pupils seeking to transfer to Scoil Mhuire from another primary school must fulfil the following criteria:

- The requirements of the Education Welfare Act, 2000 and the conditions set out by the Department of Education and Skills for the transfer of a pupil from one primary school to another are fully complied with.
- Scoil Mhuire is satisfied with the reasons for transfer and that the transfer is in the best interests of the pupil.
- Relevant information is requested and supplied from the pupil's current/former school.
- Information/documentation on any special educational or behavioural needs are provided by the pupil's parents at the time of application.
- Proof of main family residence must be furnished in the form of a utility bill issued within the last three months to that address.
- False or misleading declarations and /or withholding of relevant information will invalidate an enrolment application.

Application Procedures for Enrolment in Third to Sixth Class:

Application forms are available from the Principal. The Board of Management considers all relevant factors as set out in the previous section and any additional information supplied by the parents.

When a pupil is accepted for a place the Board of Management will decide, following consultation with the pupil's parents and his previous school, whether such a place may be offered immediately or whether it would be more appropriate to wait until the beginning of the next school year.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

Parents will be notified within twenty one days of receipt of complete application documentation. A decision on enrolment of a pupil may be deferred pending receipt of a report from his previous school or from an appropriate professional.

Enrolment of Pupils with Special Needs:

Boys with special needs are welcome to enrol in Scoil Mhuire and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. Parents are requested to make contact with the school at least one year before entry to ensure the applicant with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills. The Board of Management may request a copy of the child's medical and/or psychological report, or request that he be assessed immediately. The purpose of the assessment report is to assist the school in establishing the education and training needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. These resources may include, for example, access to Resource teacher, Special Needs Assistant, specialized equipment or furniture.

The school will meet with the parents of the child with special needs to discuss the school's suitability for the child. If necessary a full case conference may be called including parents, class teacher, learning support teacher/resource teacher, special education needs organizer (SENO) and psychologist or social workers as appropriate.

Exceptional Circumstances

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of Scoil Mhuire is also responsible for respecting the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of the children.

The Board of Management reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

- The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

General Information

Boys enrolled in Scoil Mhuire are required to co-operate with and support the school/Board of Management's Code of Behaviour as well as other policies on curriculum, organisation and management. The Board of Management regards Parents/Guardians as responsible for ensuring that their children co-operate with said policies in an appropriate way. The Board of Management reserves the right to operate a policy of suspension or expulsion in accordance with National Education Welfare Board (NEWB) guidelines.

Parents making application to Scoil Mhuire are notified that The Code of Behaviour, the Anti-Bullying Policy, the Data Protection Policy, the ERST Charter and the Scoil Mhuire brochure are available on the school's website, www.scoil-mhuire.org

For educational as well as health and safety reasons, it is necessary for the school to collect and maintain essential data on its pupils. Scoil Mhuire acts in accordance with data protection legislation.

Appeals Procedure

Parents/guardians who are dissatisfied with an enrolment decision may appeal to the Board of Management. Such an appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds of the appeal, and lodged within 10 days of receiving the enrolment decision. Parents/guardians, 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. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

6 Appendix

APPLICATION FORM SCOIL MHUIRE C.B.S.

Thank you for applying for a place in Scoil Mhuire BNS. The information sought hereunder is to enable the school to better prepare your son's entry to Scoil Mhuire and to ensure that necessary supports are put in place. Some information, such as the PPS no. and mother's maiden name, is sought to enable the school to furnish the required detail to register your son on the Primary Online Database of the Department of Education and Skills.

PERSONAL INFORMATION

Child's Name: _____ Ainm as Gaeilge: _____

Date of Birth: _____ Number of children in Family: _____

Child's PPS No.: _____ Child's place in Family: _____

Child's Religion: _____ Nationality: _____

How long living in Ireland: _____ Language of the home: _____

Does your child have a medical card? Yes No

Please supply a copy of Baptismal Certificate if applicable.

Explanation: Baptismal Certificates are not mandatory for admission to Scoil Mhuire but will be needed for the reception of the Sacraments at a later stage.

NB: Parents/Guardians must inform the school of any change of details in a timely manner.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

Parent 1 Name: _____ **Mobile No:** _____

Address: _____

Parent 2 Name: _____ **Mobile No:** _____

Address: _____

Mother's maiden Name: _____

Address where child resides: _____

Email Address : _____

Are there any family/legal issues which affect your child and of which the school should

be aware? Yes **No**

If yes, please give details and supply a copy of relevant court orders: _____

Do you wish to avail of separate or joint Parent/Teacher meeting?

Delete as appropriate.

In case of an emergency please provide two contact numbers

Contact 1	NAME	RELATIONSHIP TO CHILD	CONTACT NUMBER W/H Mobile
Contact 2	NAME	RELATIONSHIP TO CHILD	CONTACT NUMBER W/H Mobile

NB: Parents/Guardians must inform the school of any change of details in a timely manner.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

HEALTH INFORMATION

Does your child have any medical conditions/allergies we should know about? (E.g. asthma, epilepsy, diabetes or prone to anaphylactic attacks). If yes, please give details here: _____

Is your child on any medication? Yes _____ No _____. If yes, please arrange to meet with the Principal before enrolment in Scoil Mhuire.

Has your child suffered from any other condition that could require immediate medical attention and/or any information that should be supplied to an ambulance in an emergency?

Yes _____ No _____

Details: _____

Does your child have any dietary requirements/allergies?

Other relevant information: e.g. Loss, trauma in a child's life _____

NB: Parents/Guardians must inform the school of any change in details in a timely manner.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

EDUCATIONAL INFORMATION

Name of previous school your son attended? _____

From (date) _____ **To (date)** _____

Does your son have special Education needs? _____

If yes, please contact the Principal, as soon as possible, to ensure that supports can be put in place.

Does your son have any special talents? _____

Is your son currently receiving extra help from a Learning Support Teacher? _____

NB:Parents/Guardians must inform the school of any change of details in a timely manner.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

PARENTAL CONSENT FORM

1. I/We consent to my/our child being assessed with a view to provide extra Learning Support if available.

Signature Parent/Guardian _____

2. I/We consent to Scoil Mhuire accessing all educational reports from your son's previous school.

Signature Parent/Guardian _____

3. I/We give permission to the school, in the event of an emergency, to contact the emergency services prior to making contact with me or with the emergency numbers provided.

Signature Parent/Guardian _____

4. I/We give permission for my/our child to be brought and treated in hospital in the case of an emergency.

Signature Parent/Guardian _____

5. I/We give permission to the school to treat minor injuries with the use of water and antiseptic wipes.

Signature Parent/Guardian _____

6. I/We give permission to the school to use my/our child's schoolwork/photograph For inclusion on the school website and, on occasion, to be featured in the news coverage: T.V., radio and newspapers.

Signature Parent/Guardian _____

7. I/We give permission to the school for my/our child to go on educational trips outside the school grounds.

Signature Parent/Guardian _____

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

8. I/We give permission to the school for my/our child to access the internet for educational purposes, in line with our Acceptable User Policy (see website).

Signature Parent/Guardian _____

9. I/We give permission for my/our child to participate in the RSE (Relationships & Sexual Education) programmes as recommended by the DES and implemented by Scoil Mhuire.

Signature Parent/Guardian _____

10. I/We agree to my/our child's participation in Scoil Mhuire Book Rental Scheme.

Signature Parent/Guardian _____

11. Scoil Mhuire PE programme includes swimming lessons in selected classes. Cost to be advised. I/We agree to my/our child's participation.

Signature Parent/Guardian _____

IMPORTANT: The Parental Consent Form will remain in place for the duration of your son's enrolment in Scoil Mhuire unless written notice to the contrary is supplied to the school Principal.

All information sought above will be treated in compliance with Scoil Mhuire Data Protection Policy.

No information on any pupil will be passed on to Second level schools prior to agreement to enrolment by that school.

The school may seek to confirm any of the details above.

Attached please find:

Scoil Mhuire Information Booklet

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

Please read the School Enrolment Policy, code of Good Behaviour, Anti-Bullying (including Cyber Bullying) Policy and Data Protection Policy on our website. A hard copy of each is available from the secretary's office.

School Website : www.scoil-mhuire.org

I have read the policies including the Ethos Statement of School and agree to comply with the conditions contained therein.

Signature Parent/Guardian _____

**P.P.S NUMBERS TO BE PROVIDED IN ACCORDANCE WITH THE
DEPARTMENT OF EDUCATION AND SKILLS REGULATIONS**

Parents should be aware that this school is under the Patronage of the Archbishop of Dublin and ownership of E.R.S.T. and religious instruction is in accordance with the Roman Catholic Faith.

Appeal :

Please note there is an appeals process where admission is refused. See section 29 of the 1998 Education Act.

SCOIL MHUIRE C.B.S. MARINO

**NB: PARENTS/GUARDIANS MUST INFORM SCHOOL OF
ANY CHANGE OF DETAILS IN A TIMELY MANNER**

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

ENROLMENT POLICY
Effective Date: 09/11/2018

Document No. :7

Revision No.:2

No. of pages: 13

7 Approval & Review

The Enrolment Policy was reviewed by the Board of Management in consultation with the Parents Council and staff of Scoil Mhuire in November 2016.

The policy was ratified by the Board of Management on Nov 8th 2016. It is proposed to review the policy in November 2017.

Initial Approval

Chairperson of Board of Management

Effective Date

Month/Year _____

Review date

1st Review Approval

Chairperson of Board of Management

Chairperson of Board of Management

Effective Date

Month/Year _____

Effective Date

Review date

Month/Year _____

Review date

2nd Review Approval
