

ENROLMENT POLICY

Introduction:

The Board of Management of Scoil Mhuire and Iosef (Sinsear) have drawn up this enrolment policy in consultation with the staff and parents of the school. It is set out in accordance with the provisions of the Education Act 1998 and the Education (Admissions to Schools) Act 2018 and the Board trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school. The Chairperson of the Board of Management, for the present, is Oliver Flynn and the Principal Teacher for the present, is Janet Lynch.

General Information:

School Name: Scoil Mhuire agus Iosef Sinsear (Bayside SNS)
Verbena Ave., Bayside, Dublin 13.

Telephone No.: 01-8393682

Scoil Mhuire agus Iosef Sinsear is a Catholic Primary School under the patronage of His Grace Diarmuid Martin, Catholic Archbishop of Dublin. It is a co-educational school teaching classes from 3rd standard to 6th. Scoil Mhuire agus Iosef Sinsear (Bayside SNS) welcomes children with special needs. The school follows the curricular programmes prescribed by the Department of Education and Skills which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

At present the teaching staff is comprised of 16 single class teachers, 5 full-time SEN posts, 1 Principal and 2 full-time SNA posts. The school is funded by and depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department.

This policy is formulated to have regard for and to be consistent with the mission statement of the school and legislative requirements. Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act (1998) 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, children of different ethnic background, children with traveller status, children seeking asylum, children of refugee status, children with different religions and political beliefs.
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society

The school opens for reception of pupils at 9.00 a.m. and finishes at 2.40 p.m.

Rationale:

This policy aims to ensure that appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner which is consistent with the mission statement of the school and with legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

Legal Framework:

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall Subject to this Act and in particular section 15 92) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”

Section 15 (2) (d) states the Board of Management shall “publish The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2) prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction.

This Admissions policy is also cognisant of the four provisions of the Education (Admissions to Schools) Act 2018 as follows:

1. Religion may not be used in Catholic schools as a criterion for school admissions.
2. Schools may not charge enrolment fees or seek payments or contributions as a condition of admission or continued enrolment of a student.
3. The Minister for Education & Skills may, in certain circumstances and in consultaion with Boards of Management, direct Boards to cooperate in relation to their admission processes.
4. The Minister for Education & Skills has the power to compel a school to open a special class, where the NCSE has identified the need for such a class and no school is willing to make such provision available. This will be after a process of engagement by the Minister with NCSE, the Patron and the Board of Management of a school.

Aims:

That the school will have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities and procedures
- To enable applications for admission to the school to be handled in an open transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Mission Statement and current legislation.
- To specify what information is required by the school at the time of application

Resources:

While acknowledging the right of parents to send their children to a school of the parent's choice, this is at all times subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and is subject to the capacity of the school to provide for the needs of any applicant or student.

The school will make every effort to secure those resources.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies is dependent on the resources it receives. Consequently in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Application Procedure:

- Failure to fully complete forms may result in refusal to admit a student
- Further relevant information may be sought at a later stage
- In applying the criteria for enrolment, the school will take into account limitations in the size of classes.

As has been stated previously, admission to the school is subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and is subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student it will make every effort to secure those resources. Where the resources cannot be secured the school may regrettably be unable to enrol the child. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

Any parent who wishes to enrol children in Scoil Mhuire agus Iosef, Sinsear is requested to attend at the school for the purpose of receiving and completing an application form.

In respect of 3rd class a specific date is set aside by which applications should be received. This is normally in mid-April. The dates are communicated by circular letter to all pupils attending 2nd class in Scoil Mhuire agus Iosef, Sinsear. Pupils wishing to transfer from other schools are enrolled subject to the schools' enrolment policy, to accommodation being available in the school and to the provisions of the Education Welfare Act (2000).

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians.

Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves applications.

Following the passing of the final date for receipt of applications the Applications will be assessed under the criteria outlined and a decision will be given in writing.

The Board will have regard for relevant DES guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of the children.

Unsuccessful applicants shall be awarded places on a waiting list in accordance with the relevant criteria.

Criteria for Enrolment:

The priority order which children will be accepted in situations where the school is oversubscribed is as follows:

- Children from 2nd class of Scoil Mhuire agus Iosef, Sóisear.
- Brothers / sisters of children currently in the school.
- Children of current staff, including ancillary staff.
- Children residing within the catchment area which is defined as the parish of Bayside as set out by the Archdiocese of Dublin.
- Children who reside outside the catchment area of Bayside parish.

In the event that there are more applicants within any category than there are available spaces, priority will be given to children within the particular category in order of age. Otherwise there will be a lottery.

Enrolment of Children with Special Needs:

When making an enrolment application for a child with special needs, parents will be required to provide an up-to-date medical and / or psychological and / or other relevant report to establish the educational and training needs of the child and to profile the support services required to meet those needs.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills.

Code of Behaviour:

All children enrolled in the school are expected to comply with & support the school's Code of Behaviour, as well as the school's policies on Curriculum, Organisation and Management. Parents of children enrolled are required to co-operate with and support the school's Code of Behaviour.

Refusal to Enrol:

The Board of Management reserves the right to refuse to enrol in compliance with its agreed policy.

Additionally the Board of Management may refuse to enrol a pupil where

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

Right of Appeal:

Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment.

In the case of such refusal the Principal will inform the parents / guardians of their right to appeal the decision of the Board of Management.

The Chairperson and Principal will prepare any response to the Appeals Committee if and when an appeal is initiated.

Pupil Transfer:

Pupils may transfer to the school at any time subject to this enrolment policy.

Parents/Guardians of pupils transferring shall, on enrolment, be required to provide transfer information from the previous school, detailing the child's attendance record and his/her educational progress to date.

Monitoring:

The implementation of this policy will be monitored by the Board of Management at regular intervals. It will also be referred to the Principal for consideration by the full staff.

The Principal will report to the Board of Management regarding enrolment each year.

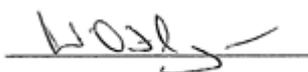
Should the Principal refuse admission to any applicant by the authority delegated to him by the Board, and in line with this policy, then any such refusal will be communicated to the Board at their next meeting.

Review: This policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and the Board of Management at latest every 5 years.

Approval of Patron: *This policy was approved by the Patron in January 2019*

Ratification: This policy was reviewed and ratified by the Board of Management on 10th December 2018

Signed by the Chairperson:



10th December, 2018