



## **Maree N.S**

### **Enrolment Policy**

#### **Introduction**

The Board of Management of Maree NS School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 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.

#### **General School Information**

**Name of School: Maree National School**

**Telephone No. 091 790353**

Bishop Kelly is the Patron of the school.

The full range of classes is taught in the school and classes are of mixed gender. The school is a non-uniform school. The school 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. The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time. The school Policy has regard to the resources and funding available.

Class starts at 8.50 a.m. and finishes at 2.30 p.m. Infant Classes finish at 1.30 p.m.

#### **Rationale**

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

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the Mission Statement of the school and 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 recognised school shall ....Subject to this Act and in particular section 15 (2) (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. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

### **Context, Resources, School Organisation & Curriculum**

While recognizing the rights of parents to enrol their child in the school of their choice, the Board of Management of Maree N.S. is also responsible 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 interest of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- Size of/available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational/behavioural needs

### **Roles and responsibilities in developing and implementing this policy:**

#### **Roles of Board of Management**

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.

#### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school’s Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education and Skills setting out Title and Address of each and advising of time limits

#### **Role of Teaching staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

### **Role of Students**

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

### **Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

### **Policy Considerations**

The Board of Management of Maree National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Maree National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Skills class size directives
- Appropriate Supports and Resources are available
- Time of school year

### **Procedures – Application, Enrolment Criteria & Decision / Appeals**

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and 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 reserves the right to refuse admission. 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.

**Application for immediate admission in the current school year**

- Application forms are available from the school secretary or the school website
- The behaviour record of a student in their previous school shall be considered
- The attendance record of a student in their previous school shall be considered

## **Junior Infant Enrolment Procedure**

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. It is assumed that should the document be signed by one parent that they are doing so on behalf of both parents and have permission to do same. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications. Date of application, child's date of birth, address and telephone contact number are recorded in the School Record of Applications. Entry in the School Record of Applications means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

### **Please note:**

Applications for admission to Junior Infant Class must be made at the very latest by the end of February of the year in which it is expected that the child will start school.

The Board of Management strongly recommends that applicant children are at least four years of age on or before April 30 of the school commencement year.

Proof of address may be requested and must be presented in a timely fashion.

## **Junior Infant Enrolment Criteria**

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

### **Priority Criterion**

- a) Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled - Priority to oldest
- b) Children of current school staff - priority to oldest
- c) Children living within the catchment area - priority to oldest
- d) Children where one of their parents attended Maree National School in the past – Priority to the oldest
- e) Children not in the above categories will be considered in order of receipt of initial application for enrolment.
- f) In the event of being unable to enrol a child(ren) from categories a, b, c or d, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c, d) for the subsequent school year over other children on the class waiting list.

## **Transfers**

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

Children who are seeking to transfer from other schools must have a genuine reason for so doing, must conform with the conditions for other regular applications in all other regards, and will be accepted where there is space and where to admit them does not run contrary to our ethos and other admission criteria.

Generally, applications will be accepted from those (mid term applicants) who are newly resident in our catchment area, who are not currently enrolled in another school, or where the space and resources available allow for it or where to do so would not adversely affect the safety, health and welfare (which includes the education) of that applicant, the staff or current student population. In each case transfer applications will be dealt with in a transparent and fair manner and will be dealt with on a case-by-case basis, in accordance with policy.

All children enrolled are expected to comply with and support the school's Code of Behaviour and anti-bullying policy, as well as the school's designated policies on Curriculum, Organisation and Management.

## **Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

## **Review Procedure**

The policy will be reviewed in light of experience. Next review of this policy will occur before or during the school year 2021/22.

Signed: \_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date