

Scoil Mhuire Lourdes 13512b

Admissions / Enrolment Policy

Scoil Mhuire Lourdes National School is a Roman Catholic primary school recognised by the Department of Education & Science as a boys primary school under the patronage of the Catholic Bishop of Cork and Ross. Throughout this document, child/children refers to the male gender.

As a Roman Catholic School, Scoil Mhuire Lourdes, National School aims at promoting the full and harmonious development of all pupils cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and 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 school caters for the full range of classes from Junior Infants to Sixth class. It is an inclusive school and caters for boys of all abilities.

There are 24 full time teachers, including the principal and 7 resource / learning support teachers employed in the school.

Special Needs Assistants are assigned to the school by the Department of Education and Science to enable the inclusion of certain children with Special Educational Needs.

Scoil Mhuire Lourdes National School operates under the Rules for National Schools and Departmental Circulars and is funded by grants. Staff are resourced by the Department of Education and Science. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) equality law and all other relevant legislation. Scoil Mhuire Lourdes National School follows the curricular programmes laid down by the Department of Education and Science.

The Admissions policy

The Admissions Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist Parents in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy.

Application Procedure

Parents should register their son by phone or in person in the school office. Parents of children enrolled in Junior Infants will be invited to a meeting in the school in late January/early February

at which time they fill out an application form. In June, parents will be invited to bring their child to the school to meet with the Junior Infant Teacher.

Children will be enrolled on application provided that there is space available.

1. Junior Infants are enrolled in September provided the child has reached his 4th birthday by April 1st of the year of enrolment. Normally, Junior Infants will not be enrolled during the year unless transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the child to complete a full year.
2. Decisions in relation to application for enrolment are made by the Board of Management.
3. Parents will be informed of acceptance of the child to the school as soon as possible.
4. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

Children enrolled in Scoil Mhuire Lourdes National School are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour and a copy of the Ethos Statement will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school Code of Behaviour.

Children attending Scoil Mhuire Lourdes National School are required to wear the full school uniform. On P.E. days or at the request of their class teacher, school tracksuits, polo shirt and appropriate sport footwear must be worn by pupils.

The following criteria will be used to prioritise children for enrolment:

1. Junior Infants are enrolled in September provided the child has reached his 4th birthday by April 1st of the year of enrolment.
2. Children of Catholic faith residing within Carrigaline parish boundaries.
3. Brothers of children already attending or enrolled (including stepsiblings, resident at same address) and Catholic children living within the parish
3. Children of staff employed in the school.
4. All children who live within the parish boundaries but are not Catholic.
5. Catholic children from outside the parish.
6. All children who apply, on a first come first served basis, to the school and are not Catholics and not resident in the parish.

7. In the event of being unable to enrol children in any year, the child's name will be placed on the waiting list in accordance with the criteria as above.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy.

Decision making

The Board of Management determines the maximum number of children in the school based on the Department of Education's recommended enrolment at the time.

Children with Special Needs

Children with Special Educational Needs are welcome to enrol in the school 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. The child enrolling in Scoil Mhuire Lourdes National School will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management

The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

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

Exceptional Circumstances

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

1. The pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education.
 2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.
- (see Appeals Procedure below)

Children of other faiths or no faith

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, *where request is made in writing*, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. It will not be possible however to provide religious instruction in other faiths.

Appeals Procedure

In line with Section 28 of the Education Act 1998, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal 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. An appeal form will be issued by the school to the parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

This policy was reviewed in November 2015

To be reviewed in November 2016

Ratified by the Board of Management on _____

Signed _____

Chairperson, Board of Management

ASD

Scoil Mhuire Lourdes Boys' School is a recognised National School under the patronage of the Catholic Bishop of Cork & Ross. In accordance with the provision of the Education Act, 1998 the following procedure for the enrolment and admission of pupils have been adopted by the Board of Management.

The Board of Management supports the principle of inclusiveness, equality, parental choice and respect for diversity within the content of Departmental regulations and programmes; the funding and resources available to the school and the educational philosophy and distinctive character of the

The following criteria will be applied to each application for our A.S.D. Unit:

1. Professional Reports:

A diagnosis, using the DSM –IV or ISD 10, of Autism/Autistic Spectrum Disorder is required to be made by a Psychologist, or Multi-disciplinary team.

A professional report must clearly recommend a place in an ASD class attached to a mainstream school as the enrolment process.

2. Academic Ability:

Applicants who have a diagnosis of A.S.D., whose cognitive functioning has been assessed in the Mild General Learning ability range upwards using standardised psychological assessment tests.

The Principal will make appropriate arrangements to communicate Board policy on enrolment and admissions to the general school community.

Applications for enrolment should be directed to and will in the first instance be processed by the Principal. As a general principle, having regard to the Boards criteria for enrolment, applications will be accepted on a first come basis unless otherwise stated.

3. The following criteria shall apply for the purpose of determining priority:

- Children residing within Carrigaline parish boundaries.
- Brothers of pupils, past pupils, and pupils registered to attend Scoil Mhuire Lourdes, having complied with the school registration policy for the current academic year.
- Children on our school waiting list in numerical order.
- Children of Staff members.
- Departmental guidelines in relation to class size, staffing provision and other relevant requirements (i.e. accommodation, resources, transport, etc.).

Enrolment at Junior Infant level will ordinarily take place on 1st September. Applications during the school year, including the transfer of pupils from other schools, will be processed in accordance with the criteria outlined above.

Once a place has been allocated to a child, the school may decide on a phased introduction initially until such time as pupil is comfortable with his new surroundings.

It is the School's objective to provide education to pupils which is appropriate to their abilities and needs and to ensure that the educational and other needs of all pupils including those with a disability or other special educational needs are identified and provided for.

The achievement of this objective requires that the educational and other needs of children applying for enrolment and the resources and support services required to provide for these needs are identified and profiled.

In any case where application is made for the enrolment of a child where his parents/guardians are aware that he has a disability or other special educational need the parents/guardians are requested to identify that disability or other special educational need at the time of application.

In any case where it is apprehended that the resources provided to the school by the Department of Education and Science may be inadequate to meet the child's educational and other needs whether due to disability, special educational needs or otherwise the parents/guardians of the child will be invited to join with the

Principal in assessing the suitability and capability of the school to meet those needs having regard to the resources provided to the School by the Department.

If necessary a full case conference involving all parties capable of contributing to the identification of the child's needs and the provision that should be made for them (including where appropriate parents, principal, relevant school personnel, psychologist, schools inspector and/or medical personnel) with a view to reaching a consensus between all concerned regarding the school's suitability and capability to meet the child's educational and other needs.

All applications for enrolment will be considered in the context of the objective described above. Where the Board of Management is of the view that the resources provided to the school by the Department are inadequate to achieve that objective it will, prior to enrolment, request the Department to provide the resources required.

The Board of Management may defer enrolment of any child until the process of assessing the school's suitability and capability to meet the child's educational needs has been completed and/or the appropriate resources and support services required to meet the educational needs of the child have been identified and provided.

The Board of Management reserves the right to refuse enrolment to any student where in the opinion of the BOM, the student poses an unacceptable risk to other students, staff or to school property.

Unsuccessful Applications for enrolment may be appealed to the Board of Management. Appeals must be in writing addressed to the Chairperson of the Board of Management and lodged within 10 days after notification of the Principal's decision.

Where the Board or a person acting on behalf of the Board refuses to enrol a pupil in the school, the parent of the pupil, may, within a reasonable time from the date that the parent was informed of the decision and following the conclusion of the Appeal procedure specified above appeal that decision to the Secretary General of the Department of Education and Science in accordance with the provisions in that regard contained in the Education Act, 1998.

On enrolment parents must agree in writing to abide by the Schools Code of Behaviour. Suspension and expulsion may be considered in extreme cases in accordance with the Rules for National Schools, i.e. rule 130 (5), 130 (6). Suspension and expulsion may also be considered in the circumstances described above. Parents have the right of appeal to the Secretary General of the Department of Education and Science in accordance with the provisions in that regard contained in the Education Act, 1998 in all instances of suspension or expulsion.

This policy was ratified at a meeting of the Board of Management of Scoil Mhuire Lourdes in November 2015