

Enrolment Policy
Scoil Mhaoilíosa, Knockavilla
Roll No.: 04152T

This enrolment/admissions policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management of Scoil Mhaoilíosa trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management and the Principal teacher will be happy to clarify any further matters arising from this policy.

General Information

School Name:	Scoil Mhaoilíosa
Address:	Knockavilla, Upton, Co. Cork
Telephone No.:	021 4775662
Website:	www.knockavillaschool.com
Email:	knockavillaschool@gmail.com
Present Enrolment:	162
School's Denomination	Roman Catholic
School Patron:	Bishop John Buckley, Bishop of Cork and Ross
Staff:	
Mainstream:	The Principal and 5 teachers
SEN:	2 SEN teachers and 1 part- time
Special Needs' Assistants	2

Opening Hours:

Infant Classes	9.20 a.m. - 2.00 p.m.
First - Sixth Class	9.20 a.m. - 3.00pm

Parents/Guardians are asked to note that the school does not undertake responsibility for the children outside school official hours except during school organised extra curricular activities.

Founded in 1974, Scoil Mhaoilíosa is a Roman Catholic Primary School, recognised by the Department of Education and Science as a co-educational Primary School under the patronage of the Catholic Bishop of Cork and Ross.

As a Catholic School, Scoil Mhaoilíosa aims to promote the full and harmonious development of all pupils: intellectually, physically, culturally, morally and spiritually.

This includes the promotion and development of a living relationship with God and other people. The schools models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

Scoil Mhaoilíosa operates under the Rules for National Schools and Departmental Circulars and is funded by grants. The Staff is 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 Needs Act (2004), equality law and other relevant legislation.

Enrolment Procedure

1. The enrolment of Junior Infants takes place in the month of February. Notification of enrolment date is communicated to the parish community by:

- Bandon Opinion
 - Notice in parish bulletin, website and school blog.
 - Circular to parents of current children on roll.
 - Advert in local shops and creches
2. A School Prospectus for prospective pupils/parents is available on the school website. This gives prospective parents details of the school curriculum, the broad range of educational programmes available in the school, its breadth of extra-curricular activities as well as its ethos and vision. Copies of mandatory policies are available for viewing on the school website.
 3. Parents/Guardians seeking to enrol their child(ren) in Scoil Mhaoilíosa are required to return a completed **Enrolment Form** (available in school office or on school website) - (copy attached), along with an original Birth/Adoption Certificate to the school on the Annual Open Day at the end of February/beginning of March each year.
 4. The names of the children for whom Enrolment Application Forms and Birth/Adoption Forms have been returned will be placed on a class waiting list.
 5. An open morning is held in June of each year. Enrolled children and their parents are invited to attend on the first Thursday in June.
 6. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious/political beliefs & values, family or social circumstances.
 7. While recognising the right of parents to enroll their child in the school of their choice, it is the responsibility of the Board of Management of Scoil Mhaoilíosa to respect and protect 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 BOM reserves the right to determine

the maximum number of children in each separate classroom bearing the following 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
- DES maximum class average directives

8. In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

- a) Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled and who are not already enrolled in a school within the parish.
- b) Children living within the school catchment area.
- c) Children of current school staff

9. In the event of being unable to enrol a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list.

10. The Board of Management must comply with the terms of the Education Welfare Act/2000 and notify parents / guardians within 21 days if the application for enrolment is not successful.

11. An open morning is held in June of each year. Enrolled children and their parents are invited to attend.

12. Pupils with special needs

- The Board of Management may request a pupil to be assessed before or immediately (on enrolment) if no assessment is available.

This report will:

- a) assist the school in establishing the educational, emotional, social and training needs of the pupil.
 - b) profile the support services required.
- The Board of Management can assess how the school can meet the needs specified in this report. If extra resources are required the B.O.M. may, prior to enrolment, request the D.E.S. to provide such resources, i.e. resource teacher, S.N.A., specialised equipment furniture, transport services etc.
 - *The Board of Management may deem it necessary to defer enrolment of the particular child pending:*
 - a) receipt of assessment forms
 - b) provision of resources by the D.E.S. to meet the needs of the child.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs

13. Pupils, if newly resident in the area/parish, are enrolled during the school year.

Such pupils, transferring from other schools, are enrolled subject to the Rules governing National Schools and the school's enrolment policy. However, in compliance with the Education Welfare Act 2000, the parents/guardians must provide the school with a record of the pupil's attendance and a report of the child's educational progress from the school from which the child is transferring.

14. *In the event of children wishing to transfer from another school within the Parish during the school year, where no change of address has occurred, the Board of Management will adhere to the following procedure: **provided the school can accommodate the pupil:** -*

- automatic enrolment for siblings of current pupils
- automatic enrolment for children of current staff

The application for enrolment of other pupils mid-year will be assessed individually and the Board of Management reserves the right to refuse or delay enrolment taking into account the following instances:

- Where parents/guardians cannot give a valid reason for the transfer
- Where the enrolment of the pupil mid-year would prove seriously disruptive to the school/class/teacher at this time

In instances where immediate enrolment cannot be accommodated, the parents will be invited to reapply for enrolment at the beginning of the next school year.

18. Children of other faiths/no faith.

Bearing in mind the Catholic ethos of the school, every effort will be made to ensure that the school is as inclusive as is 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. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

19. Appeals Procedure:

In line with Section 28 of the Education Act 1998, parents who are not satisfied with an enrolment decision, may appeal to the Board of Management. This appeal may 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 DES. 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.

20. Requirements

Children 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, & management. The BOM places responsibility on parents/guardians for ensuring that their child(ren) co-operates with said policies in an age-appropriate way.

Copies of school policies (Code of Behaviour, dealing with bullying, Internet Usage Policy, R.S.E - Stay Safe Programme) are given to parents to read. A signed form, accepting the above mentioned policies, must be returned to the school, where they will be filed.

Parents/Guardians whose children are eligible for school transport are given the necessary information. If they wish to avail of transport, the school principal completes the application form for school transport, having noted the details required e.g. collection /pick up point etc.

Parents/Guardians wishing to enroll their children in Scoil Mhaoilíosa must inform the school, in writing, if their child(ren) suffers from any long term/short term illness and if their child is on medication. No teacher can be compelled to administer medicine/prescribed drugs to a pupil. A teacher who, with the consent of the BOM does take on the responsibility of administering medicines takes on a heavy duty of care to discharge the duty

correctly. Training for this duty will be required. All parents/teachers must adhere to the "Administration of Medicine" policy of the school.

The Board of Management is bound by the Department of Education and Science Rules for National Schools which provides that pupils may only be enrolled from the age of four years upwards, though compulsory attendance at school does not apply until the age of six. (Rule 64:1)

This school operates a Health and Safety Policy and Child Protection Policy.

This policy was ratified by the Board of Management at its meeting and will be reviewed again in November 2017.

Signed (on behalf of the B.O.M.)

Mary McCarthy, Chairperson

Date: _____