



Marymount National School

Balls Grove, Drogheda,

Co. Louth, A92 FD60

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Enrolment Policy

INTRODUCTION

The Board of Management of Marymount Girls National 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 Information:

School Name:

Scoil Ard Mhuire

School Address:

Balls Grove, Drogheda, Co Louth, A92 FD60

Telephone No.:

041 9837150

Email Address:

office@marymountgns.ie

Website:

www.marymountgns.ie

Denominational Character:

The school is under the patronage of the Catholic Bishop of Meath.

Patron

Most Rev Dr Thomas Deenihan

Range of Classes Taught:

Junior and Senior Infants: Co-Ed, commencing from September 2016, progressing upwards annually.

3rd to 6th Classes: Girls Only for the school year commencing 2019.

Opening Hours:

School opening hours are from 9.00a.m. to 2.40p.m. for all classes except Junior Infants and Senior Infants from 9.00a.m. – 1.40p.m..

The school serves the people who reside within the geographical area of the Catholic Parish of Holy Family, Drogheda. It is a parish based school with a Catholic Ethos. It has been established with the Minister for Education and Skills, having as its patron the Bishop of Meath. The school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church.

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 Enrolment Policy has regard to the resources and funding available.

CONTEXT, RESOURCES, SCHOOL ORGANISATION & CURRICULUM

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 equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society.

The school is staffed in accordance with the DEIS pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time. 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 are 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.

POLICY CONSIDERATIONS

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

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

Admission to the school is, subject to the resources available to the school 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 unfettered 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.

The Board is bound by the Department of Education and Skills Rules for National Schools, which provides that pupils may only be enrolled from the age of 4 years and upwards. The intake day for Junior Infants will be September 1st and children must be at least 4 years old on that date.

Enrolment Procedure

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.

1. (a) Parents seeking to enrol their child(ren) in Marymount School are requested to return a completed Enrolment Application Form (available in the office and online) with an original Birth / Adoption Certificate, and a Baptismal Certificate, where relevant, to the school. **Applicants will be required to provide evidence of address in the year of enrolment** e.g. a current utility bill. Receipt of an application merely confirms that it will be assessed under the criteria outlined in this policy, and does not confer any further status on that application.

(b) Failure to fully complete forms may result in refusal to admit a student.

(c) Further relevant information may be sought at a later stage

1. Junior Infant Enrolment Applications to be made to Marymount School Office by Friday, 8th February, no later than 3 p.m. The closing date will be published within the school community and in the parish bulletin. The processing of Junior Infant applications for September 2019 will begin on Monday, 11th February, 2019.

All fully completed applications received by Friday, 8th February will be evaluated on the basis of the criteria outlined in this policy. If at any later date subsequent places arise due to an offer of a place being declined or a cancellation, the school will again apply its enrolment criteria to all fully completed applications received **by that later date**. All applicants will be notified in writing of the outcome within 21 days of the initial deadline (or within 21 days of a later application), and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998. Unsuccessful applicants may opt to leave their names on a list for places which might subsequently become available, but must confirm this in writing to the school.

2. 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. Pupils may transfer to the school during the school year subject to school policy, available space and in some cases the approval of the DES. The Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils, including the requirement that information concerning attendance and the child's educational progress should be communicated between schools. All fully completed applications received by the school on

or before the date that place(s) become available will be evaluated on the basis of the criteria outlined in this policy.

Enrolment Criteria

1. Equality of access is the key value that determines the enrolment of children in 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 and values, family or social circumstances.
2. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management (BOM) of Marymount National School 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 interest of all children. Accordingly, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - a. Size of / available space in classrooms
 - b. Educational needs of children of a particular age
 - c. Multi-grade classes
 - d. Presence of children with special educational/ behavioural needs
 - e. DES maximum class average directives
 - f. As an Urban Band 1 DEIS School a pupil / teacher ratio of 20:1 applies from Junior Infants to Second Class and pupil / teacher ratio of 24:1 applies in Senior Classes.
3. 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, the following criteria will be used to prioritise children for enrolment, and in the following order:
 - a) Siblings and step siblings of pupils attending the school.
 - b) Other children living within the Holy Family Parish.
 - c) Children of current staff.
 - d) Children of parents who are past pupils, priority to the oldest.
 - e) Other children living outside the Holy Family Parish in order of age.
4. The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provide that pupils may only be enrolled from the age of 4 years and up. In the event that the numbers of pupils seeking enrolment in Junior Infants from within any category exceeds the number of available places then the school will offer places on an age basis, oldest first. In classes from Senior Infants up, date of application replaces age when prioritising pupils within any category for enrolment

Boys may be enrolled in Junior, Senior Infants, 1st and 2nd Class for the school year 2019/2020

All other classes will remain as girls only for the school year 2019/2020

Code of Behaviour:

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, and management. The BOM places the responsibility on Parents / Guardians for ensuring that their child(ren) co-operate with the policies in an age-appropriate way. Parents / Guardians are required to sign an agreement to abide by the Code of Behaviour.

Enrolment of Children with Special Needs

In the case of a child with specific special educational needs, the B.O.M. may request copies of medical and/or psychological reports in order to assess the school's suitability and capability, to appropriately provide for the education of the child. In such cases, a meeting will be held with the child's parents/ guardians. The purpose of the meeting will be to discuss the needs of the child.

Following this meeting and on receipt of all relevant reports, the B.O.M. will assess how the school can meet the needs identified. Application where necessary will be made to the Special Educational Needs Organiser for additional resources before the required closing date for resource allocation for the year of enrolment.

These resources may include for example, access to, or the provision of, any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. If necessary, a full-case conference involving all parties may be held.

Appeal against Enrolment Decision (Section 29 Education Act)

1. Parents who are unhappy 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 final refusal.
2. If unhappy with the outcome of the appeal to the BOM, they may appeal to the Department of Education and Skills on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

This policy will be reviewed annually.
On behalf of the Board of Management

Signed: Jr. David Bradley
Chairperson Board of Management

Date: 2/10/18

