

St. Macartan's Central N.S.

ENROLMENT/ADMISSIONS POLICY

Introduction

This policy was formulated to comply with the provisions of the Education Act 1998. This policy will support the vision of the school: "The vision for St. Macartan's NS, Bundoran is to ensure the holistic development of each child in our school." The BOM trusts that this policy will assist parents in relation to enrolment matters and furthermore, the Chairperson of the BOM, Rev. Ramon Munster, The Presbytery, Bundoran and the Principal, Mr. Ronan Tighe, St. Macartan's Central N.S. Ph: 071-9841711, will be happy to clarify any further matter arising from the policy.

GENERAL INFORMATION

Name: St. Macartan's Central NS

Address: Sheil Avenue, Bundoran, Co. Donegal

Phone Number: 071-9841711

Denomination: This is a Catholic School under the patronage of the Bishop of Clogher.

Number of teachers in the school: 14:

The Principal

9 Class teachers

4 Teachers in various support roles.

Classes Taught: The school is a vertical Primary School and has all classes, junior infants to sixth. It is co-educational. The school depends on the financial grants and teacher resources provided by the Department of Education and Skills (DES) and it operates within the regulations laid down, from time to time by the

DES. All school policies must take account of available resources and funding. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Ethos: Within the context and parameters of DES regulations and programmes, the rights of the patron as set out in the Education Act 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
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Opening Hours: The school day commences at 9.20 am and concludes at 3.00pm.

Uniform: The school uniform consists of navy jumper, skirt/trousers and tie and a blue shirt.

Code of Behaviour: This is distributed to all Parents wishing to enrol a child.. Please note sections regarding to suspension and expulsion. Also the BOM, as a condition of registering a child, requires his or her parents to confirm in writing that the code of behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with this code by the child.

PROCEDURES:

Criteria for admission:

As a school under the patronage of the Bishop of Clogher the following order of priority will be implemented in the enrolment/admission of children in the school

1. Brothers and sisters of children in the school.
2. Catholic children of the parish (including children of Travelling Community resident within the parish).
3. Catholic children who live outside the parish and do not have a Catholic School in their parish.
4. Children of staff.
5. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (1) to (3) have been allocated places.
6. Children who apply to the school and are not Catholics and not residents within the parish boundaries are entitled to a place if there are vacancies after the groups from (1) to (4) have been allocated places.

In order to accommodate groups (1) and (2) the BOM may have to operate a cut off in minimum age of applicants to give places to groups (1) and (2) if there is pressure for places in the school. The default minimum age for enrolment is four years old prior to 1st September of year of enrolment.

Admission Date: This is usually on the first day of the new school year in September. Pupils who have not been in any national school previously will not be admitted to Junior Infants after 30th September of any year.

Application procedure:

The BOM will advertise the closing date for enrolment in the Parish and School Newsletters and on the school website. Applications will only be accepted during this notice period. This form should be returned completed to the School to ensure application for enrolment. Parents/Guardians who are expressing an interest in

enrolling a junior infant prior to this enrolment period will be advised of the media used to advertise and the timeframe for enrolment.

Decisions in relation to application for enrolment are made by the BOM of the school in accordance with the school policy, and will be communicated to parents within 21 days of receipt of application. In the event of a refusal to enroll, parents will be issued with a letter from the Chairperson of the BOM outlining reasons for the refusal, informing Parents of their right of appeal under Section 29 of the Education Act, and providing them with contact details of the Section 29 Appeals Committee.

Enrolment of children with special needs.

In relation to applications for the enrolment of children with special needs, the board of management may request a copy of the child's medical and/or psychological report or where such a report is not available, may request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. Following receipt of the report the board will assess how the school could meet the needs specified in the report. Where the board deems that further resources are required it will, prior to enrolment, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

The BOM reserves the right to refuse enrolment where:

(a) The pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with an appropriate education

or

(b) In the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

Transfer of Pupils Pupils may transfer to the school at any time, subject to school policies, including the above, available space and in some cases, the approval of the Department of Education and Skills. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools. (Section 28, Education Welfare Act 2000)

Ratified by Board of Management 23rd January 2012. For Review January 2014.

Signed: Very Rev. Canon R. Munster Date: 23rd January 2012

(Chairperson)