



Scoil na gCailíní , Laurel Hill, Castleblayney

Working, sharing and succeeding together!

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## **Enrolment Policy**

### **Introduction**

The Board of Management of Scoil na gCailíní 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: Scoil na gCailíní**  
**Telephone No. 042 9746090**

His Lordship Bishop Elect - Larry Duffy is the patron of the school.  
At present, the teaching staff is comprised of 4 single class Teachers, 1 Principal Teacher, 2 shared Support Teachers. 1 special class teacher ( From September 2014 there will be a Special Class for children with Mild General Learning Difficulties. See Appendix A for Special Class Enrolment Policy.)  
The school caters for classes from Second class to Sixth class only and is a single sex school for girls only. The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Class starts at 9.00 a.m. and finishes at 2:40 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 and
- 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 recognized 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)].

### **Goals**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, it's programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

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

The school supports the principle 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 acknowledges the right of parents to send their children to a school of the parent's choice, 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 any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard 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.

### **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.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
  - a) For the purposes of fostering and appreciation of learning among students attending the school and
  - b) Encouraging regular attendance at the school on the part of all students

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

- To formulate draft policy in consultation with the teaching staff, students, 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 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 implantation and to make recommendations for improvement where appropriate

#### **Policy Considerations**

The Board of Management of Scoil na gCailíní 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 school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

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

The Board of Management of Scoil na gCailíní, 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 & Science class size directives
- Appropriate Supports and Resources are available
- Time of school year

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

- Failure to fully complete forms may result in refusal to admit a student.
- Further relevant information may be sought at a later stage
- In applying the criteria for enrolment, the school will take into account gender as Scoil na gCailíní is a single sex school for girls only, and limitations in the size of classes

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 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.

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

- Application forms are available from the school secretary
- Failure to fully complete forms will result in refusal to admit the applicant
- 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

### **Second Class Enrolment Procedure**

The Board of management will communicate generally to the community through appropriate channels, e.g. parish bulletin, newsletters, to outline the enrolment procedure. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications. Communication to parents of pupils attending First Class in the Junior School will also occur.

Parents seeking to enroll their children in Scoil na gCailíní should return a completed application form (made available during Enrolment Evening, and also

available in school office) along with an original birth/adoption certificate to the school by February 1st each year. Applications can be received following this also. Children will be enrolled on application provided that there is space available and the child has reached her 7<sup>th</sup> birthday and has completed first class.

If admission is refused under any criteria parents will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

**Second Class Enrolment Criteria- See Admissions Policy 2020 for updated criteria**

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

<b>Priority</b>	<b>Criterion</b>
<b>1</b>	Priority is given to sisters step/siblings of children already in the school or who have attended the school in the past. If the class is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
<b>2</b>	(a) Families whose primary residence is in the immediate areas of Muckno Parish, starting closest to the school and radiating outwards from the school within the Parish. (b) Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside of the parish/catchment area.
<b>3</b>	Children of current teaching staff.
<b>4</b>	Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
<b>5</b>	If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritization proceeds until all places have been allocated.

**Criteria for Enrolment to 3<sup>rd</sup> to 6<sup>th</sup> Classes**

The following criteria will be applied if there is a surplus of applications for available places in the 3<sup>rd</sup> to 6 classes.

<b>Priority</b>	<b>Criterion</b>
1	Priority is given to sisters/ step sisters of children already in the school or who have attended the school in the past.
2	(a) Families whose primary residence is in the immediate areas of Muckno Parish, starting closest to the school and radiating outwards from the school within the Parish. (b) Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside of the parish/catchment area.
3	Children of current teaching staff.
4	Children of parents who are past pupils of the school.

- Other pupils may be enrolled during the school year if newly resident to the area.
- Pupils wishing to transfer from other schools are enrolled subject to the Rules for National School, education Welfare Act and school's enrolment policy.
- Application for enrolment outside the parish will be done on a first application basis and will be strictly adhered to.

All children enrolled are expected to comply with and support the school's Code of Behaviour, 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

### **Monitoring Procedures**

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in March each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

### **Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2016.

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

Date: \_\_\_\_\_

#### **Appendix A - Enrolment to Special Class - April 2014**

##### **Enrolment procedures for the Special Class**

The following amendment has been added to the school's enrolment policy to cover all applications to the Special Class.

1. The school operates a Special Class designated for children assessed and diagnosed with MGLD (Mild General Learning Disability (56-69) ).
  2. The maximum number of children allowed in the Special Class is 11.
  3. When a place becomes available in the Special Class children who are already enrolled in the school in mainstream classes will be given priority provided that they have been assessed, while in the school, as having a mild learning difficulties.
1. If there are two or more children in category (1) above priority will be given to the child (children) who was first enrolled in a mainstream class in the school. If there are 2 or more children who were enrolled in a mainstream class on the same day, priority will be given to the older child (children).
2. If a place becomes available, and is not taken up by a child in (1) above, the Special Class waiting list will be consulted. From the list priority will be given to a child who is the longest length of time on the Special Class waiting list. If parent(s) of a child who is on the waiting list in category (2) decide not to accept a place in the Special Class, then the child's name will be placed at the end of the list for the following year.
3. The procedure for inclusion on the Special Class waiting list is as follows:
  - o Parents must fill out Enrolment Application Form (available from the office).
  - o The application form along with educational reports (psychological) showing that the child has MGLD(Mild General Learning Disability (56-69) ) and a birth / adoption certificate for the child must be forwarded to the Principal.
  - o Parents will be invited to meet the Principal in the school.
  - o Following this meeting the child will be included on the waiting list for enrolment in the Special Class.

##### **Applications for places in the Special Class**

2. The eligibility criteria for the class are as follows:

- (a) The applicant has to have a diagnosis confirmed by a relevant professional and meet the criteria for MLGD (IQ 56-69) and

(b) the applicant who meets the eligibility criteria and for whom a place in the class is deemed appropriate may apply for a place in the Special class.

3. The school has an Admissions Committee and the function of the Admissions committee is to deal with enrolment in the Special Class.

4. The Admissions Committee will meet twice yearly. It will meet in September and February.

5. The Admissions Committee will consist of The Chairperson B.O.M., The Principal, The Special Class Teacher and an external member such as a teacher or Principal from another school with a Special Class or a Special School who will act as Chairperson.( A quorum of Three is necessary for the Committee to meet).

6. The February meeting will process applications for enrolment for the following September.

7. Any child enrolled in the school and meeting the above criteria will be allocated a place in the Special Class.

8. Where the school has available places concessionary places may be offered to children with Borderline MLGD (70-79)

9. Where internal or external applications are made on behalf of children confirmed with MGLD the concessionary places will be rescinded.

10. The Admissions Committee will have final say in this regard.

Fulfilment of enrolment criteria does not necessarily ensure admission. Admission may be refused if:

- Necessary resources pertaining to the enrolment are not available
- Sufficient classroom space is not available
- The Board of Management decide that the school is unable to adequately meet the needs of the child

Taking all of the above into account, the Board of Management reserves the right of admission and to refuse admission.