

ST. MARY'S N.S.

MOUNTBELLEW

CO. GALWAY



ENROLMENT

POLICY

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St. Mary's N.S. Mountbellew Co. Galway

Introduction

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

Chairperson Mr. Pat Hannon

Principal: Michael Kelly

School Details

Address: St. Mary's NS., Mountbellew, Co. Galway

Telephone: 090 9679396

Fax No: 090 9679767

e-mail: mountbellewns.ias@eircom.net

Facebook Page: St Mary's NS, Mountbellew

Denominational Character: Catholic Primary School

Patron: Bishop Michael Neary

Staffing: Teaching Principal
6 Mainstream Class Teachers
Full Time Learning Support Teacher and Resource Teacher
Secretary
Special Needs Assistant

Range of Classes Taught: This is a mixed school, teaching the full range of classes from Junior Infants to Sixth Class.

Opening hours: School hours are from 9.20 a.m. to 3.00 p.m.

St. Mary's N.S. is a co-educational primary school under the patronage of the Archbishop of Tuam. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are 8 permanent teachers in the school, including the principal. There are 6 class teachers, a Resource Teacher, and a Learning Support teacher. There is also a part-time Resource and Learning Support teacher, employed in the school. The school caters for the full range of classes from Junior Infants to Sixth class.

Children enrolled in St. Mary's N.S., 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 will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school Code of Behaviour Policy.

St. Mary's N.S. operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers 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) and all relevant equality legislation. The School follows the curricular programmes laid down by the Department of Education and Science.

Application Procedure

The Board of Management will communicate generally to the school community through appropriate channels e.g. School Newsletters, School Website, letters to parents and Parish Newsletters, to outline the application for enrolment procedures.

Parents seeking to enrol their child/children in St. Mary's N.S. should return a completed enrolment application form (available in the office or on the School Website) with an original birth/adoption certificate to the school by 30th April each year. Parents of children enrolled in Junior Infants will be invited to an open day in the school in May/June each year.

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.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of St. Mary's N.S. is also responsible to respect 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 the children.

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.

Decision making

Decisions in relation to application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their children and as a general principle, children will be enrolled on application provided that there is space available and the child has reached his/her 4th birthday, though compulsory attendance does not apply until the child is six years of age.

To assist the school in such circumstances of over crowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size of and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment:

- A. Brothers and sisters (including stepsiblings, resident at same address) of children already enrolled with priority going to be oldest.
- B. Children living within the parish – priority oldest.
- C. Children of current school staff – priority oldest.
- D. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the parish/agreed catchment area.
- E. In the event of being unable to enrol a child/children from categories A, B, 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 on the class waiting list.

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.

Children with Special Needs

Children with special needs enrolling in St. Mary's N.S. 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 a copy of the child's medical and/or psychological report 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 support 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 necessary a full case conference may be called including parents, class teacher, Learning Support Teacher, Resource Teacher and psychologist or social workers as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Department of Education and Science to meet the needs specified by in the psychological and a medical report.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with 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.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It 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. This appeal must be lodged within 42 days of receipt of the refusal from the school to enroll.

Ratified by the Board of Management on 16th May 2012

Signed _____
Chairperson, Board of Management

St. Mary's N.S., Mountbellew, Co. Galway
Enrolment Form

Applicant Details

First Name: _____

Surname: _____

Address: _____

Date of Birth: _____

PPS Number: _____

Parents

Name of Mother _____

Name of Father _____

Phone (Home) _____

Phone (Home) _____

Phone (Work) _____

Phone (Work) _____

Occupation _____

Occupation _____

Childs Previous Education

Previous schools attended:

Year	School / Pre-school	Address	Classes	Reason for leaving

Special Needs:

Has your child been assessed by:

Educational psychologist?

Yes

☐

No

☐

Speech therapist?

Yes

☐

No

☐

Occupational therapist?

Yes

☐

No

☐

Other (please specify) _____

Does your child have any special educational needs? Yes ☐ No ☐

Please Specify: _____

*Please attach a copy of above reports where applicable

Medical

1. Does your child suffer from any illness that the school should be aware of?

Yes

☐

No

☐

Please specify: _____

2. Does your child suffer any allergy that the school should be aware of?

Yes

☐

No

☐

Please specify: _____

3. Does your child require any medication that the school should be aware of?

Yes

☐

No

☐

Please specify: _____

Emergency Contact Numbers:

Doctor's Name	Address	Phone Number

Please list at least 2 emergency contact names/numbers (other than those overleaf) whom the school can contact in the event of an emergency.

Name	Address	Phone Number
Childminder (if appropriate)	Address	Phone Number

In the event of an accident / emergency occurring and school being unable to contact any of the numbers above or overleaf, it is the policy of the school to seek medical attention for the injured party.

Signature of parent(s)
Or Guardians:

Mother:

Date:

Father:

Date:

Guardians:

Date:

(Please furnish Childs Birth Cert. for school records. This will be returned.)

