

Monastery Primary School **Enrolment Policy**

General 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 so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, Rev. Edward Cleary, Parochial House Knockinrawley and the principal teacher, Mr. Pat O'Halloran, Monastery Primary School, Tipperary, will be happy to clarify any further matters arising from the policy.

School Name: Monastery C.B.S. Primary School

School Address: Tipperary Town

Telephone No.: 062-52656

Opening Hours: 8.40am – 2.50pm

Denominational Character: Roman Catholic

Name of Patron: Bishop Dermot Clifford

Total Number of Teachers in the School:

- Principal
- Class Teachers: 9
- Special Education Teachers: 2

Range of Classes Taught: The Monastery Primary School is a Senior School catering for Boys only from 2nd to 6th Standard, allowing for the provision of Special Education classes. The BoM acknowledges its right to provide a education for boys only under the “Equal Status Act”.

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. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

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:

- 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: Equality of access is the key value that determines the enrolment policy of our school. No child is refused admission for reasons of ethnicity, special needs, disability, traveller status, family or social circumstances.
- Parental choice in relation to enrolment: While recognizing the rights of parents to enroll their child in the school of their choice, the BoM of the Monastery Primary School has a responsibility towards the rights of the existing community and the children already enrolled; and
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Enrolment Procedures

Application Procedure: Parents seeking to enroll their children in the Monastery School are requested to return a completed enrolment application form prior to the child's acceptance into the school.

Parents should sign a form nominating two persons as contacts in the event of parents not being contactable on the occasion of a child being unwell in school. The said nominees should also sign the same form.

There will be an Annual Open Day for prospective pupils accompanied by their parents in June each year. The Board should specify that it will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, other appropriate media.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled (as outlined in the school enrolment form). This information includes:

- Pupil's name, age and address;
- Names and addresses of pupil's parents/guardians;
- Contact telephone numbers;
- Contact telephone numbers in case of emergency;
- Details of any medical conditions which the school should be aware of;
- Religion;
- Previous schools attended, if any, and reasons for transfer, if applicable.

Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of receiving such information.

As a general principle and in so far as is practical having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available. (See note below on Education for Persons with Special Educational Needs Act 2004).

The Board will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria. The criteria may include any of the following though not necessarily in that order:

- Whether there are siblings of the proposed new entrant already in the school;
- Ages of the children;
- Parish boundaries/Diocesan policies;
- First come, first served;
- Children of staff members;
- Lottery;
- Any specific provision for children of ethnic minorities, including travelers, refugees, asylum seekers etc;
- Ethos considerations; and
- Any other.

Appeals

The Board of Management of a school is also obliged under section 19(3) of the Educational Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days and to inform the parents in writing of that decision.

Where a Board of Management refuses to enroll a student in a school, the parent of the student, following the conclusion of any appeal procedures at school level, has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. A committee is established to hear the appeal with hearings conducted with a minimum of formality. In most cases appeals must be dealt with within 30 days. Where appropriate, the Secretary General may give whatever directions to the Board of Management that are considered necessary to remedy that matter complained of.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department's website at www.education.ie

- BoM will state how, when and by whom parents/guardians are informed to their entitlement to appeal a decision of the Board of management in relation to suspension or expulsion.

- BoM will prepare a response if and when an appeal is being investigated by the Dept. of Education and Science (Section 12, Circular 22/02 – Processing of an Appeal)

Admission Day/Date

The Board of management may indicate that its policy is flexible and that pupils may be enrolled at any time.

Enrolment of Children with Special Needs

In relation to applications for the enrolment of children with special needs that Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will 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 can meet the needs specified in the report. Where the Board deems that further resources are required, it will, request the S.E.N.O (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. 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, specialized equipment or furniture, transport services or other.

The school may meet with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties may be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

Pupils Transferring

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. 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). BoM require the following:

- Transfer form from the original school
- Relevant school reports
- Full and comprehensive statement of needs from all relevant professions (in the event of a child with special needs being enrolled).

Code of Behaviour

The school should append its Code of Behaviour to the school's enrolment policy pending issue of appropriate guidelines by the National Education Welfare Board. Children enrolled in our school are required to co-operate with and comply by the School/Board of Management's Code of Behaviour as well as all other policies on curriculum, organization and management. Such policies will be made available to all parents with pupils enrolled in the School. These policies may be added to and revised from time-to-time.

Circulation:

Circulate the draft policy, consult members of the school community and amend if necessary.

Ratification:

- Present policy to BoM for ratification.
- Communicate ratified policy to members of the school community.
- Make provision for the circulation of the policy to all new applicants for enrolment.
- Establish procedures for monitoring the effectiveness of the policy and set a date when it will be reviewed: - September 2012.