



## **Scoil Mhuire gan Smál Cailíní 17105I**

### **Enrolment Policy Revised 2015**

#### **A. General Information**

The Board of Management of Scoil Mhuire gan Smál (Cailíní) is setting out its policy 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 and that furthermore, the Chairperson of the Board, Sr. Marie Wall and the principal teacher, Máirín Uí Mháirtín, will be happy to clarify any further matters arising from the policy.

- Name of School: Scoil Mhuire gan Smál ( Cailíní )  
Glasheen Girls' Primary School
  
- Address: School Ave.,  
Glasheen Rd.,  
Cork.
  
- Contact Details: Phone : 021 4542294  
Fax : 021 4542294  
Email: [gnsoffice@eircom.net](mailto:gnsoffice@eircom.net)
  
- Principal: Máirín Uí Mháirtín  
Deputy Principal: Ursula McAulliffe  
Chairperson
- Board of Management: Sr. Marie Wall  
School Secretary: Siobhán Corcoran
  
- Scoil Mhuire gan Smál (C) is a Catholic Girls' Primary School, under the patronage of the Catholic Bishop of Cork and Ross, Most Rev John Buckley Cork & Ross Offices, Redemption Rd., Cork. Tel: 021-4301717
- There are 16 teachers in the school including the Principal Teacher, 9 mainstream class teachers, 2 Resource Teacher, 1 Learning Support Teacher,

1 Language Support Teacher, 1 shared HSCL Teachers and 1 Special Class Teacher.

- Scoil Mhuire gan Smál Cailíní is a girls-only school where the full range of classes from Junior Infants to Sixth Class are taught.
- Scoil Mhuire gan Smál Special Class is a mixed class, catering for the needs of pupils with Moderate General Intellectual Disability.
- The school depends on the grants and teacher resources provided by the Dept of Education and Science and operates within the regulations laid down from time to time by the DES. School policy must have regard to the resources and funding available.
- The school follows the curricular programmes prescribed by the Dept. of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act. (1998)
- Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs disability, language/accents, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances (Refer to inclusion section of Special Educational Needs Policy).

## **B. Procedures.**

The procedures outlined here are subject to regular review.

### **Application Procedure**

Parents seeking to enrol their child(ren) in Scoil Mhuire gan Smál are requested to return a completed Enrolment Application Form to the school. The form is available in the office or on the school website at [www.glasheengirls.com](http://www.glasheengirls.com). The form should be accompanied by an original Birth/Adoption Certificate

The Board of Management will communicate generally to the school community through parish newsletters, notices in churches, shopping centres and pre-schools regarding these enrolment procedures. The names of children for whom application forms have been returned will be placed on a class waiting list.

### **Provision of Key Information by Parents.**

Certain information will be required when children are being enrolled.

This information will include:

- Pupils name, age and address
- Names and addresses of pupils parents/guardians
- Contact telephone numbers
- Contact telephone numbers in case of emergency.
- Religion
- Details of any medical conditions of which the school should be aware.
- Previous preschools/schools attended, if any, and reasons for transfer if applicable.
- Any other relevant information.

### **Decision Making**

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of this 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. Assisting the school in such circumstances, the Board of Management 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

In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year, due to Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff the following criteria will be used to prioritise children for enrolment:

- (a) Sisters (including step-siblings resident at same address) of children already enrolled – priority to oldest.
- (b) Children living within the parish – priority to oldest.
- (c) Children of current school staff – priority to oldest.
- (d) Children whose home address is closest to the school (as measured by straight line on OS Map) if the child is normally resident outside the parish / agreed catchment area.
- (e) In the event of being unable to enrol a child(ren) from categories a, b, or c in a given class at the beginning of the 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 list.

The Board of Management is bound by the Department of Education and Sciences Rules for National Schools which provides that pupils may only be enrolled from the age of 4 and upwards, though compulsory attendance does not apply until the age of 6 years.

### **Admission Date.**

Junior Infants will generally admit pupils to the school on 1<sup>st</sup> September, but depending on the circumstances in the class as previously outlined a pupil may be enrolled during the school year.

- There is a an Open Night in November for the parents/guardians of the incoming Junior Infants, followed by a Parents' Information Day in April, the following year. In June the children will be invited to spend a morning in the Infant Class to help prepare them to transition smoothly into Primary School in September.
- 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 and local agreements with other schools. Information concerning

attendance and the child's educational progress should be communicated between schools.

### **Enrolment of Children with Special Needs in Mainstream Classes.**

- In relation to applications for the enrolment of children with special needs, the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, to 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 her disability or special needs and to profile the support services required.
- On receipt of the report, the Board of Management will assess how the school could meet the needs specified in the report. The Board of Management should, prior to enrolment, request the DES to provide the resources required to meet the needs of the child as outlined in the report.
- The school will then meet with the parents to discuss the child's needs and the school's suitability or capability in meeting those needs.

### **Application Procedure for Special Class**

The Special Class caters for 8 pupils. It is an essential requirement that all pupils to be enrolled in the Special Class have a Moderate Intellectual Disability Diagnosis. A report from a registered psychologist is required as evidence of this.

#### **1. Application Process**

- Applications for enrolment in the Special Class are available from the office or on the school website [www.glasheengirls.com](http://www.glasheengirls.com) .
- The completed application form along with relevant reports is sent to the Chairperson of the Board or the Principal by March 1<sup>st</sup>.
- Applications are accepted from parents or guardians only.
- On receipt of the application form, the pupil's details are recorded on an **Application List**. This is done in date order and according to the criteria outlined below (Section 3 & 4) pending consideration for enrolment by Admissions Committee.
- The completion of an application form and the placement of your child's name on any list do not confer an automatic right for a place in the school.

#### **2. Documentation Required**

- A completed application form as outlined above
- An up-to-date psychological report and any other relevant reports ( e.g. Speech and Language, Occupational Therapy etc.)
- Original birth certificate ( a copy will be made and the original returned)
- A medical report which discloses all pre-existing medical conditions. (This information enables the Board to assess whether the school can provide for the

medical needs of the pupil and to seek appropriate resources from the relevant government departments as necessary)

### **3. Eligibility for Admission to Special Class**

- The pupil has a Moderate Learning Disability Diagnosis.
- The pupil meets the criteria for selection as outlined in Section 4
- The pupil does not have health, medical and safety needs which are beyond the scope of the Special Class to address with current resources in the school.

The Board of Management of Scoil Mhuire gan Smál has a duty of care to all its existing pupils and staff and may not be in a position to facilitate pupils who could compromise the entitlement of others to education and safety. Admission may be refused (or delayed) to such pupils if, by accommodating that pupil, it would render the education and safety of other pupils impossible.

### **4. Enrolment Criteria**

- **Category 1** Applications from children who have siblings enrolled in the mainstream school.
- **Category 2** Applications from existing pupils in the mainstream school who may need to transfer.
- **Category 3** Applications from children attending Special Pre-schools.
- **Category 4** Applications from children attending own pre-school ( Glasheen Playschool)
- **Category 5** Applications from children attending other pre-schools/schools where Scoil Mhuire gan Smál Special Class is the nearest recognised suitable class for that child (from their home address).

### **Please note the following:**

- The Admissions Committee will meet within two working weeks of the closing date for applications and will communicate its decision to the Board of Management at its next meeting. Offers of enrolment will be sent within 21 days of this meeting in accordance with the Education Welfare Act 2000. Parents are requested to accept the place offered in writing within 31 days of the date of the offer of enrolment.
- The Board will be guided by the principles of natural justice and will be reasonable, fair and transparent.
- The closing date for applications is March 1st.

### **5. Waiting List**

In the event that more applications are received than there are available places a 'Waiting List' will be drawn up for the following year. This list has 5 separate categories as per enrolment criteria above (4). The pupil's name will be added to the list according to the relevant criteria in date order of application. The pupil in Category 1 is offered a place first and so on down to Category 5.

**Please note that places offered cannot be held from year to year. If a place is offered and refused, the offer is invalidated and a new application must be made for future placement.**

#### **6. Refusal to Enrol**

Parents will be informed in writing of the reason enrolment has been refused and of their right to appeal the decision under Section 29 of the Education Act 1998. Appeals may be made on the Appeals Application Form available from the school on request within 42 calendar days from date the decision of the school was notified to the parents. The form is also available on the DES website at [www.education.ie](http://www.education.ie)

#### **7. Placement Review**

Occasionally concerns regarding the suitability of a child's placement arise and a review of the school's ability to continue to meet the child's needs in a way that ensures that the child develops to his/her potential may be necessary. Parents will be kept fully informed of any concerns that might arise at the earliest opportunity and may be asked to work in partnership with the school to consider all options open to the child up to and including review of the child's placement. In the event of an indication that the child may not be suitably placed the Board may request a multi-disciplinary team assessment is carried out to determine the best options open to the child.

### **Code of Behaviour.**

Parents of all pupils admitted to the school will receive copies of the following policies:

- (i) Code of Behaviour
- (ii) Anti-Bullying
- (iii) Child Protection Policy

Children enrolled in our school are required to co-operate with and support the school's / Board of Management's Code of Behaviour / Anti-Bullying Policy as well as all other policies on curriculum organisation and management. The Board of Management places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age – appropriate way.

In accordance with the DES's rules for National Schools, the Board of Management may suspend a child.

This policy may be added to and revised from time-to-time.

### **Child Protection**

The following programmes are taught in Scoil Mhuire gan Smál as part of the SPHE programme.

- Stay Safe
- RSE

## **Review**

This policy will be reviewed in light of any legal advice or changes which may affect the enrolment policy of the school.

Reviewed by the Board of Management on 16/11/2015

Signed by Sr Marie Wall, Chairperson

On behalf of the Board of Management.