

Scoil Bhríde, Cannistown, Navan



Enrolment Policy for School Year

The enrolment policy for Scoil Bhríde has been devised in accordance with the provisions of Education Act 1998, the Education Welfare Act (2000), Equal Status legislation the relevant Health and Safety legislation, directives of the school's Patron and following consultation with the school community.

Equality of access in accordance with the enrolment policy is the core value that determines the enrolment of children in our school.

Scoil Bhríde

Scoil Bhríde is a Roman Catholic co-educational school under the patronage of the Bishop of Meath (**'The Patron'**), which serves the Roman Catholic Parish of Navan. It aims at promoting the full and harmonious development of all aspects of the person – intellectual, physical, cultural, moral and spiritual, including a living relationship with God and others. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The school provides religious education for Roman Catholic pupils in accordance with the practices and traditions of the Roman Catholic church and promotes the formation of Roman Catholic pupils in the Roman Catholic Faith.

The school currently has twenty three teachers. This includes the Principal teacher, sixteen mainstream class teachers, six learning support/resource teachers. The ancillary staff includes a secretary, caretaker and a number of special needs assistants.

While recognising the rights of parents/guardians (**'Parents'**) to enrol their child in the school of their choice, the Patron and the Board of Management (**'BoM'**) reserve the right to determine the maximum school and class size, in order to ensure the safety of all pupils and to provide for the educational needs of existing pupils.

This policy sets out the criteria used to determine enrolment into Junior Infants and enrolment into other classes. It sets out the priority order, which will apply if the number of applications for enrolment exceeds the number of available places. In doing so, the BoM has regard to available resources, directions from the Patron, Circulars from the Department of Education and Skills (**'DES'**); school and class size etc.

The following is a list of factors taken into consideration by the BoM in devising its enrolment policy:

- 1) Overall school capacity: The Patron has determined that Scoil Bhríde will not exceed the capacity of a sixteen teacher mainstream school;
- 2) Available space in classrooms and play areas;
- 3) Health and Safety requirements, including school site, space;
- 4) Availability of grants and resources provided by the DES;
- 5) Educational needs of existing pupils;
- 6) Presence of children with special educational/behavioural needs;
- 7) Junior Infant enrolment will not exceed 2 classes;

The arrangement of pupils into classes on an annual basis and the numbers in each class setting, for teaching and learning purposes, remains the prerogative of the Principal teacher, subject to BoM approval.

CRITERIA USED TO PRIORITISE APPLICANTS FOR JUNIOR INFANTS

In the event of the number of children seeking places in Junior Infants exceeding the number of places available, the following criteria will be used in priority order 1-4 below.

In the event that the number of applicants in any one of the categories outnumbers the places available, applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.

If an applicant falls into a number of categories s/he will be placed in the category which affords him/her the highest priority.

It should be noted that reference to siblings is to be taken as including reference to step siblings.

CRITERIA

- 1) Siblings of pupils currently enrolled in the school;
- 2) Children of permanent staff employed in the school;
- 3) Children living within the boundary of St. Mary's Parish, Navan;
- 4) All other applicants

Children with special needs will be resourced in accordance with the level of resources provided by the DES to the BoM. All reports etc. from professionals, who have been working with the child, should be submitted as soon as possible.

ENROLMENT APPLICATION PROCEDURE FOR JUNIOR INFANTS

Those who wish to make an application for enrolment into Junior Infants must do so BY POST OR BY HAND. Applications by email will not be accepted.

The dates of Enrolment will be published on the school website, in St. Mary's Parish newsletter and notified by text to the Parents of existing pupils. This takes place in October/November annually.

It should be noted that the submission of an application form does NOT confer a right to enrolment.

The following conditions must be met for enrolment into Junior Infants:

- 1) Applicants must be FOUR YEARS OF AGE ON OR BEFORE APRIL 1st preceding the September in respect of which the application for enrolment into Junior Infants is made.
- 2) The official application form must be used. This is available in hard copy on request from the school or can be downloaded from the school's website.
- 3) A separate form must be used in respect of each child's application.

4) The following documentation must accompany a fully completed, signed and dated application form, which must be submitted no later than the closing date in order for the application to be considered a complete application:

- i. Copy of child's birth/adoption certificate;
- ii. Proof of address in the form of a utility bill in the name of one of the parents, which must be dated no later than three months prior to the closing date.

- Only complete applications will be considered.
- The BoM is not obliged to place late or incomplete applications on a waiting list.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.
- Written notification of the decision regarding the application for enrolment will be issued to Parents within 21 calendar days of the closing date.

Parents of applicants who have been offered a place must inform the school, by completing and returning an enrolment acceptance form within ten calendar days. Failure to do so will result in the place being forfeited and the place being reallocated.

If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Applicants in respect of whom a complete application has been made, who are not successful in securing a place in Junior Infants, will be placed on a waiting list. This waiting list will expire at 3pm on the last school day in September of the year in respect of which the application for enrolment has been made.

APPLICATION PROCEDURE FOR ENROLMENT INTO A MAINSTREAM CLASS DURING THE ACADEMIC YEAR.

The following criteria apply when an application for enrolment into a mainstream class during the academic year is under consideration:

- 1) The capacity of Scoil Bhríde will not exceed sixteen teacher mainstream school;
- 2) That current optimum arrangements of existing pupils for teaching and learning purposes are maintained;
- 3) That a place exists in the relevant class(es), taking all relevant circumstances into account eg. needs of existing pupils, presence of pupils with special educational needs, presence of children with behavioural needs, etc.

No additional pupils will be accepted into Junior Infants prior to the first school day in October. An application for enrolment into Junior Infants after the first school day in October and for the remainder of the school year, will only be considered where a vacancy

exists, the applicant was already enrolled in another primary school and is /was in attendance at that primary school for not less than 20 school days.

Pupils will be enrolled in age appropriate class/es once the following criteria have been met:

- 1) The official application form must be completed, dated and signed by parents;
 - 2) All requested documentation must be furnished i.e. a copy of the applicant's birth certificate;
 - 3) A separate form must be completed for each child.
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- The BoM is not obliged to consider incomplete applications.
 - Failure to submit a birth certificate will mean that the application is incomplete.
 - The availability of a place, in a specific class, will be determined in the context of the overall numbers of pupils which the school can accommodate at the time of the application is made and in addition taking into consideration other relevant circumstances eg. Needs of the existing pupils, presence of pupils with special educational needs, presence of pupils with behavioural needs etc.
 - Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.
 - Written notification of the decision regarding the application for enrolment will be issued to Parents within 21 calendar days of receipt of the fully completed, signed and dated application form.

Parents of applicants who have been offered a place must inform the school, by completing and returning an enrolment acceptance form within ten calendar days. Failure to do so will result in the place being forfeited and the place being reallocated.

If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Applicants who are not successful in securing a place will be placed on a waiting list in date order of receipt of completed application. A place on the waiting list expires at the end of the academic year for which the application was made.

The BoM is not obliged to consider applications which are incomplete and/or not signed and /or not dated and/ or are not accompanied by the required documentation.

Where the number of applications received outnumbers the available places, any available places arising will be allocated on a "first come first served" basis, based on the date the fully completed application form was received.

REFUSAL TO ENROL i.e. JUNIOR INFANT: A MAINSTREAM CLASS

- 1) The school reserves the right to refuse enrolment to any applicant who does not comply with the terms of this enrolment policy.

- 2) In exceptional circumstances the school reserves the right to refuse enrolment to any applicant where:-
The applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
- 3) The applicant poses unacceptable risk(s) to other pupils, staff, and/or school property.

Parents of pupils refused under 1-3 above will be advised of their right to appeal the BoM's decision as outlined below.

APPEAL PROCEDURE AGAINST REFUSAL TO ENROL

Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Application Form which can be downloaded from www.education.ie. This appeal must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

RATIFICATION AND REVIEW

This policy was ratified by the BoM on 28th June 2016 and reviewed on 14th November 2018. This enrolment policy will be regularly reviewed by the BoM e.g. In the light of change to the pupil teacher ratio, legislative and other requirements.

Brian Kennedy
Chairperson of Board of Management