



*Scoil Mochaomhóg Naofa,
Two-Mile-Borris,
Thurles,
Co. Tipperary.*

Enrolment/Admissions Policy

General Introduction

This enrolment policy is 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, Mr. John McCormack, Two-Mile-Borris, Thurles, Co. Tipperary, and the Principal teacher, Mrs. Joan Doherty, Scoil Mochaomhóg Naofa, Two-Mile-Borris, will be happy to clarify any further matters arising from the policy.

Mission Statement

Scoil Mochaomhóg Naofa is a co-educational Roman Catholic Primary School, (established in connection with the Minister) under the Patronage of the Archbishop of Cashel and Emly, which strives to provide a disciplined, caring, happy and secure atmosphere where the academic, spiritual, physical, social, moral and cultural needs of the pupils are identified and addressed to the best of the ability of the teaching and ancillary staff of the school.

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.

School Name: Scoil Mochaomhóg Naofa

Address: Two-Mile-Borris, Thurles, Co. Tipperary.

Telephone No: (0504) 44466

Denominational Character: Roman Catholic

Name of Patron: Archbishop Kieran O'Reilly (Archbishop of Cashel & Emly)

Total Number of Teachers: 9 (including Principal, 3 full-time SET Teachers and 1 Special Class Teacher)

Range of classes taught

Junior Infants - 6th Class (all mixed) and Special Class (EBD Unit)

Children enrolled in Scoil Mochaomhóg are required to co-operate with and support the school's Code of Behaviour and other policies. Parents/Guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

A copy of the Code of Behaviour will be issued to all Parent / Guardian and all parents/guardians will be requested to sign an undertaking to uphold the school's Code of Behaviour and policy.

- **Opening Time** **9.20a.m.**
- **Break** **11.00a.m.**
- **Lunch** **12.30 - 1.00p.m.**
- **Finishing Time** **2.00pm (Jnr/Snr Infants) 3.00p.m. (1st-6th Classes)**

The school operates under the Rules for National Schools and Department 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 prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Section 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 education need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Application Procedure

Parents seeking to enrol their children in Scoil Mochaomhóg should return a completed application form (available from the school office) 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 school during the year.

No child is refused admission for reasons of ethnicity, special education needs, disability, language/accent, gender, travellers status, asylum seeker / refugee status, religious / political beliefs or values, family or social circumstances.

Provision of Key Information by Parents

Certain information will be required when children are enrolled. The Board of Management provides an enrolment application form for this purpose.

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 to enrol within 21 days of receiving an application (Education Welfare Act 2000). As a general principle and in so far as practicable, having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available, and they have reached their 4th birthday.

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.

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

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.

- a. Brothers & sisters (including step-siblings, resident at same address) of children already enrolled - priority to oldest.
- b. Children living within the parish (in the case of parish schools) - priority to the oldest
- c. 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 the parish/agreed catchment area.
- d. Catholic children outside the parish boundary where there is no Roman Catholic school within their own parish boundary.
- e. Other children living within the parish boundary.
- f. Other children living outside the parish boundary.
- g. Children of current staff including ancillary staff.

Admission Day/Date

The Board of Management specifies that Junior Infants may only be admitted to the school from the start of the school year.,

Enrolment of Children with Special Needs

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 if applicable. 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 of Management 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 Department of Education and Science 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, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child 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 will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs 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. 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.

Refusal to Enrol

A Board of Management can only refuse to enrol in compliance with its agreed Enrolment Policy.

Exceptional circumstances e.g., the pupil has such needs that even with additional resources from the Department of Education and Science the school cannot meet the needs or provide the pupil with an appropriate education or the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

Right of Appeal

Parents have a right of appeal against a decision to refuse enrolment (section 29 Education Act 1998).

The appeal must be made 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 enrol.

This procedure is set out on the Department of Education and Science website at www.education.ie
- Circular 22/2002.