1.. a quote from the document or the summary of an interesting point. box.]



***Scoil Mhuire***

***Enrolment Policy***

***Policy***

**Introduction**

The Board of Management of Scoil Mhuire, Glenties hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Legislation Acts, and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Harry Reid or the Principal Teacher, will be happy to clarify any matters arising from this policy.

**Mission Statement:**

School Mhuire, Glenties is a co-educational primary school under the patronage of the Catholic Bishop of Raphoe. 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.

**Rationale:**

This policy aims to ensure that the proper procedures are in place to enable the school

* To make decisions on all applications in an open and transparent manner, consistent with the ethos and the mission statement of the school and legislative requirements.
* To put in place a framework which will ensure effective and productive relations between pupils, parents and teachers, where a student is admitted to the school.
* To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it

**Goals:**

The school shall have in place appropriate channels of communication and procedures

* To specify what information is required by the school at the time of application
* To inform parents about the school, its programmes, activities, and procedures
* To enable applications for admission to the school to be handled in an open, transparent manner

 **Context, Resources, School Organisation & Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parents’ choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil–teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

**Legal Framework**

Section 15 (2) (d) of the Education Act 1998 states the Board of Management shall “publish …. The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing pupils in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the pupils in the operation of the School having regard to the age and experience of the pupils, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”.

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

**Roles and responsibilities in developing and implementing this policy:**

**Roles of Board of Management**

* To ensure that a policy is in place and that it is reviewed
* To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
* To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
* To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
	1. For the purposes of fostering an appreciation of learning among students attending the school and
	2. Encouraging regular attendance at the school on the part of all pupils

**Role of the Principal**

* To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
* To monitor its implementation and to ensure that it is reviewed by the review date
* To implement the policy and to support other teaching staff in their implementation of the policy
* To apply for and acquire such resources as are available in accordance with government policies
* To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
* To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
* To ensure a register of all students attending the school is established and maintained
* To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
* Prior to registering a child, to provide the parents of an applicant with a copy of the school’s Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code as an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
* To provide a copy of the school’s Code of Behaviour to any parent who requests it.
* Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

**Role of Teaching staff**

* To co-operate with the implementation of this policy
* To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
* To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
* To keep parents informed through the annual Parent / Teacher Meeting and School Reports and by meeting parents from time to time as required.
* To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

**Role of Pupils**

* To co-operate fully with the school in the implementation of the policy

**Role of Parents**

* To support the policy and to co-operate fully with the school in its implementation
* To bring to the attention of the school authorities any concern they may have in relation to the school’s provision for the educational needs of their child
* To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.