

St. Joseph's National School



Enrolment Policy

St. Joseph's National School (Mulhussey) serves the people of the Catholic parish of Kilcloon. It is a parish-based school. It is a Catholic school that has been established with the Minister of Education and Science having as it's Patron the Most Reverend Michael Smith, the Bishop of Meath. It aims at promoting the full harmonious development of all aspects of the person of the pupil — intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. This Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic faith.

There are three class teachers in St Joseph's National School (Mulhussey), including the Principal, and one full time resource teacher for pupils with special needs. Classes taught include Junior and senior infants are taught together. First, second and third classes are also together, as are fourth, fifth and sixth classes. 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). The school enrolls boys and girls.

St. Joseph's National School (Mulhussey) supports the principles of inclusiveness, equality of access and participation in the school, of parental choice in relation to enrolment and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Nonetheless, the enrolment procedures have regard to the resources and funding available as the school depends upon the grants and teacher resources provided by the Department of Education and Science, and it operates within the regulations laid down by the same Department and with respect to the rights of the Patron as set out in the Education Act 1998.

The Board of Management hereby sets out its enrolment procedures in accordance with the provisions of the Education Act 1998, and trusts that by doing so parents/guardians will be assisted in relation to enrolment matters.

Application Procedure

1. Parents/guardians who wish to enrol their child in junior infants or subsequent years in the school must complete an Application Form for Enrolment.
2. Parents/guardians of Catholic children must provide a baptismal certificate and parents of other children a birth certificate.
3. Application Forms for Enrolment must be received by 30 April – preceding the autumn starting date for junior infants.
4. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with its enrolment procedures.
5. Neither the completion of the Application Form for Enrolment nor the placing of a child on a waiting list confers an automatic right to a place in the school. No processing of applications will be made before the closing date for applications, fixed by the Board of Management.
6. Inaccurate information on the Application Form for Enrolment renders an application null and void. Such an Application Form will be returned to the parents/guardians.

Enrolment Criteria

1. The Board of Management of St. Joseph's National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in there is space available. The school will endeavour to ensure that a policy of respect for every child is operated and that no child is refused admission for reasons of ethnicity, special education needs, disability, language, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and/or values, family or social circumstances.
2. In making its decision, the Board of Management will have regard to the relevant Department of Education and Science guidelines in relation to class size, and staffing provisions and any other relevant requirements concerning accommodation, including physical space and the health, safety and welfare of the child. Other considerations include educational needs of the children, children with special educational needs already in a class, time of year child is being enrolled and availability of supports and resources.
3. The Board is bound by the Department of Education and Science rules for National Schools and the Education (Welfare) Act 2000. Children may only be enrolled from the age of 4 years upwards. Compulsory attendance shall not apply until the age of 6 years. Discretion is granted to the Board of Management in relation to the age for admission within these years.
4. In the event that applications for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order. If the number of applicants under Category (i) outnumbers the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.
 - (i) Catholic children who reside in the parish of Kilcloon and brothers and sisters of pupils already enrolled in the school;
 - (ii) Children of current permanent staff, including ancillary staff;
 - (iii) Catholic children living outside the parish of Kilcloon and who reside in Kilcock or Maynooth.
 - (iv) All other children living within the parish of Kilcloon;
 - (v) All other children from outside the parish of Kilcloon.

These are the following townlands within the parish of Kilcloon: Mulhsseuy, Pagetwon, Collistown, Jenkinstown, Longtown, Warrenstown, Rodanstown, Colgath, Piercetown and Milltown.

Enrolment of Junior Infants

The Board will, each year, clearly state the number of junior infants being enrolled in the school. Admission/enrolment of junior infants normally takes place in the autumn on the first day of the new school year. A child cannot be enrolled if not four years of age before 1 September. The Board of Management strongly recommends that applicant children are at least four years of age on or before April 30 of the school commencement year. The school does not enroll Junior Infants mid-year unless the child has previously enrolled in another school since September of that academic school year.

Enrolment of Students with Disabilities or Special Education Needs

In relation to applications for the enrolment of children with special needs, it is open to the Board of Management to 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 this 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.

Enrolment of Pupils transferring to the School

Subject to the Enrolment Procedures of St Joseph's National School (Mulhussey), available space and in some cases the approval of the Department of Education and Science, pupils may transfer to the school at any time.

As a matter of courtesy the principal contacts the other school prior to enrolment. After enrolment, the principal notifies the previous school in writing that the child has been enrolled according to the guidelines of the National Education Welfare Board. The behaviour record of a student in their previous school shall be considered. The attendance record of a student in their previous school shall be considered.

Enrolment of children who are not Catholic

We welcome children from all faiths and non-faiths. Special provisions cannot be made for these children during the teaching of the Religious Curriculum. These children will remain in the classroom.

Exceptional Circumstances

The school reserves the right to refuse enrolment to any pupil in exceptional cases. For example, such an exceptional case could arise where either the pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school could not meet such needs and/or provide the pupil with an appropriate education, or in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The parents/guardians of any pupil refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998 and, in such circumstances, will be advised in writing by the Principal of their entitlement to such an appeal.

Appeals

Parents/guardians who are unhappy with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and must be lodged within ten days of receiving the final refusal.

If unhappy with the outcome of this appeal, parents may then appeal to the Department of Education and Science on the official form provided by this Department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

Review of Enrolment Procedures

The Board of Management of St Joseph's National School (Mulhussey) has the right to review and propose amendments to these Enrolment Procedures. Amendments proposed are subject to the approval of the Patron before becoming operative.

Success Criteria

The success of this policy will be assessed at the end of each school year by the teaching staff.

Roles and Responsibility.

Teaching Staff

Board of Management

Parents' Association

Implementation Date: April 2017

Review Date: June 2019

Ratified by the Board of Management

Signed: _____ Chairperson, Board of Management

Signed: _____ Principal

Date: _____

Appendix

The relevant rules/statutes are the following:

- Rule 64 of the Rules of National Schools under the Department of Education and Science (enrolment of pupils);
- Section 9 (m) of the Education Act 1998 (functions of a school — in relation to establishing and maintaining an admissions policy);
- Section 15 (2) of the Education Act 1998 (duty of Board of Management to publish Enrolment/Admission Policy);
- Section 15 (d) of the Education Act 1998 (parental choice in relation to school);
- Section 7 (3) (c) of the Equal Status Act 2000 (ethos consideration);
- Section 29 (1) (c) of the Education Act 1998 (parents' right of appeal against refusal to enrol a child);
- Education (Welfare) Act 2000 (compulsory attendance does not apply until pupil is six years of age).