

# **Enrolment Policy**

## **Maynooth Boys' N.S.**

### **Maynooth, Co. Kildare**

#### **Introduction**

The enrolment policy of Maynooth Boys' National School, Maynooth, Co. Kildare 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. Furthermore, the Chairperson of the Board of Management, Mr. Manus McCarron and the School Principal, Peter Coakley, will be happy to clarify any further matters arising.

Maynooth Boys' N.S is a Catholic National School for boys under the patronage of the Catholic Archbishop of Dublin, Diarmuid Martin and is situated at Moyglare Road, Maynooth, Co. Kildare. The full range of classes from Junior Infants to Sixth Class are taught.

The school operates within the regulations laid down by the Department of Education and school policy has regard to the resources and funding provided by the Department of Education and Science.

Maynooth Boys' N.S. follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

This enrolment policy is to be read in the context of and acceptance of the information contained in the booklet Information for Parents (Maynooth Boys' N.S.).

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

- i) Overall school capacity.
- ii) Availability of space in classrooms and play areas.
- iii) Health & Safety requirements, including school site, space and traffic restrictions.
- iv) Availability of grants and resources: The school depends on grants and resources from the DES and operates in accordance with regulations and circular letters issued from time to time by the DES.
- v) Educational needs of existing pupils.
- vi) The presence of pupils with special educational and/or behavioural needs.

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

#### **Admission/Enrolment Procedures**

In January each year, The Board of Management will communicate enrolment arrangements, giving closing dates for enrolment applications in a variety of ways, which will include a combination of the following:

- School Website / School Noticeboard.
- School Newsletter
- Present Parent Bodies
- Parish Newsletter of Maynooth Parish
- Announcements at masses in Maynooth Churches

Parents who wish to apply to enrol their child are asked to complete and submit an Enrolment Application Form, accompanied by an original copy of his Birth Certificate and a Baptismal Certificate. Completion of this form does not guarantee a place in the school. His name will be

placed on the New Entrants List in the school office. (This list is active until the closing date for enrolment applications for a given year, as set out by the Board of Management. It does not infer priority for enrolment purposes.) Evidence of residency may be requested in the form of a recent utility bill. Any false information provided will lead to forfeiture of a child's place.

Within 21 days of the closing date, (31<sup>st</sup> January of the year the pupil is due to commence in Junior Infants), the school will make its offer of places. Parents accepting a place for their child must return their acceptance form within the specified time or forfeit the place.

In accordance with the Rules for National Schools, a child who is under 4 years of age on 1<sup>st</sup> September in the year of entry, may not be admitted to the school. Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. However, children may be admitted to a Junior Infant Class during the school year if they are transferring from another school.

Pupils with special needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE. In the event that the applicant has special educational needs, a copy of the student's medical/psychological reports and/or a professional assessment of the pupil's needs must be submitted, so that provision can be made for that pupil's welfare and educational progress.

## **Enrolment Criteria**

Maynooth Boys' N.S. has traditionally accepted children from the Parish of Maynooth. If, in any one year, the number of applicants exceeds the number of places available, the following prioritising criteria will be used:

<b>Category</b>	<b>Criterion</b>
1.	Brothers of pupils currently in the school.
2.	Boys living in the Parish of Maynooth.
3.	Sons of teachers and staff in the school.
4.	Boys who live outside the parish.

If the number of applicants from category 1 exceeds the number of places available, boys will be offered places from within that category, chronologically according to their age, eldest first.

If all the boys in category 1 have been accommodated, boys in category 2 are considered, if there are remaining places. If the number of applicants from category 2 exceeds the number of places available, boys will be offered places from within that category, chronologically according to their age, eldest first.

This approach will be adopted for category 3 (and subsequently for category 4) if places are available after categories 1 and 2 have been accommodated.

If all places available in junior Infants have been filled, and there are further remaining applications on the cut-off date of 31<sup>st</sup> January, a waiting list will be formed, chronologically according to age, eldest first.

If further applications are received after 31<sup>st</sup> January, the names will be added to the bottom of the waiting list, in the order they are received.

The school caters for boys under the age of fourteen years of age only. Hence, enrolment applications for particular class level can only be accepted if a pupil will have progressed normally through the school and completed sixth class before his fourteenth birthday.

The Board of Management of Maynooth Boys' N.S. reserves the right of admission if such admissions contravene Department guidelines.

## **Equality**

The school supports the principles of: -

- *inclusiveness*, particularly with reference to the enrolment of children with a disability or other special educational need;
- *equality* of access and participation in the school;
- *parental choice* in relation to enrolment and
- *respect for the diversity* of values, beliefs, traditions, languages and ways of life in society.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political beliefs, family or social circumstances, provided the necessary supports are in place in the school, subject to the criteria of the policy.

## **Special Needs**

In relation to applications for enrolment of children with special needs, a copy of the applicants' medical/psychological reports and/or a professional assessment of the pupils needs must be submitted, so that where such a report is not available, the Board of Management may request that the child be assessed immediately by the appropriate professional, prior to enrolment. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her special needs and to profile the support services required.

The school may require a meeting with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. The school supports the principles of

- Inclusiveness, in particular with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

It may be necessary for the Board of Management of Maynooth Boys' N.S. to decide to defer enrolment of a child, pending:

- The receipt of an assessment report and/or
- The provision of resources specified in a report

## **Transfer of Pupils**

Pupils wishing to transfer to Maynooth Boys' N.S. from another school are enrolled subject to the rules governing National Schools, the Board of Management's Policy on Safety, Health and Welfare and all other relevant Board policies. An Enrolment Application Form must be completed, including the Education Section which must be stamped by the child's current school and signed by the principal of the school.

Applications will be considered following the submission of the following documentation:

1. Fully completed Enrolment Application Form.
2. Original Birth Certificate.
3. Any other relevant documentation/reports such as:
  - Psychologist/Psychiatrist Assessment Reports where applicable
  - Occupational Therapy/Speech and Language Assessments Reports where applicable
  - Relevant Medical Reports where applicable
  - Other relevant reports or documentation indicated in the Education section of the Enrolment Application form.

Maynooth Boys' N.S. will liaise with the former school in relation to the information supplied and request an attendance report and any other relevant documentation pertaining to the child's educational progress.

Decisions on such admissions are subject to the approval of the Board of Management.

*Note: Unless and until all required documentation is provided, an Enrolment Application cannot be processed.*

Criteria to be considered in processing a transfer application include:

- (a) Available space in classes
- (b) the applicant's previous discipline/conduct record.
- (c) Welfare, Health & Safety risk (if any) to other members of the school community, based on the applicants behaviour/conduct in previous schools.
  1. The applicant family must be resident in, or moving to the immediate area of Maynooth.
  2. The applicant must have the goodwill of the school they are leaving.

### **Re-admission to the school**

Pupils who transfer from the school to attend a special school will be re-admitted provided a place is available for them. Parents must provide the school with a copy of the child's psycho-educational assessments/reports from his previous school so that necessary resources for providing for his needs may be put in place.

### **Code of Behaviour**

Children enrolled in Maynooth Boys' N.S. are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

### **Decision Making**

The Board of Management of Maynooth Boys' N.S., in its Enrolment Policy, while recognising the rights of parents to enrol their child/ren in the school of their choice, respects the rights of the existing school community and the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and health and safety. Acting in the best interests of all children, the Board of Management reserves the right to refuse applications and/or determine the maximum number of children in each separate classroom, bearing in mind:

- Available class space
- Accommodation
- Multi-grade classes
- Staffing provision
- Educational needs and rights of the children
- Presence of children with special/behavioural needs
- Department of Education and Skills pupil-teacher ratio/average class size
- Time of school year

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school. In exceptional cases, the school reserves the right to refuse enrolment to a pupil who, in the opinion of the Board of Management, poses an unacceptable risk to other pupils, school staff or to school property.

