**Enrolment Policy**

**Introduction**

The Marist Primary School is a Catholic Primary School, under the patronage of the Archbishop of Dublin, situated in Clogher Road Parish, Crumlin, Dublin 12. Each child in our care is valued equally. Our aim is to create an environment in which all children will reach their full potential; socially, academically, emotionally and spiritually.

In choosing to enrol your child in our school, we expect you are willing to accept the ethos of the school and the school policies and procedures.

The Board of Management **of the Marist Primary School, Clogher Road, Crumlin, Dublin 12** hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by doing so, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

**General School Information**

**Name: Marist Primary School**

**Telephone No: 01-4541228**

His Lordship Archbishop Diarmuid Martin is the Patron and the school is under the trusteeship of the Marist Sisters. At present, the teaching staff is comprised of 1 Principal Teacher, 14 Class Teachers, 3 Learning Support Teachers, 1 Resource Teacher, 1 Part-time Resource Teacher, 1 EAL Teacher, 1 shared Support Teacher, 1 shared Home School Community Liaison Co-ordinator and 6 Special Needs Assistants. The full range of classes is taught in the school and classes up to 1st Class are of mixed gender; from 2nd - 6th Class the classes are single sex – girls only. The school also includes a full unit of Early Start catering for up to 60 children, which is staffed by 2 teachers and 2 Child Care Workers.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down by the Department of Education & Skills. School Policy has regard to the resources and funding available.

Class starts at 8.50 a.m. and finishes at 2.30 p.m. Infant Classes finish at 1.30 p.m.

Early Start operates on a sessional basis. The morning session runs from 8.50 a.m. to 11.20 p.m., and the afternoon session runs from 11.50 a.m. to 2.20 p.m. All children should have left the premises by 2.30 p.m. unless they are remaining for an after school activity, for which there must be parental consent. The Board of Management cannot accept any responsibility for pupils arriving before the official opening time, or remaining on the school grounds after official closing time.

**Rationale**

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

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

**Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall .....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish.... The policy of the school concerning admission to and participation in the school and ensure that policy and 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 students 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 students in the operation of the school having regard to the age and experience of the students, 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 Boards 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. Limited exceptions apply in regard to single-sex schools and schools promoting particular religious values [Section 7 (3)]

**Goals**

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

* to inform parents about the school, it’s programmes, activities, and procedures
* to enable applications for admission to the school to be handled in an open, transparent manner
* to put in place criteria under which applications shall be considered
* to ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation.
* to specify what information is required by the school at the time of application

**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 parent’s 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 will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department of Education & Skills and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, and special programmes etc. The school operates within the regulations laid down by the Department of Education & Skills.

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.

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

**Role of the 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 implementation 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.

**Role of the Principal**

* to formulate a 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 the 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 feasible 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 the 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 confirms in writing their acceptance of the Code and an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child.
* to provide, on request, to any parent of a child registered in the school a copy of the Code of Behaviour
* where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education and Skills setting out Title and Address of each and advising of time limits

**Role of the 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 other information to the attention of the Principal, Deputy Principal, Special Educational Needs Teachers
* to keep parents informed through regular Parent /Teacher Meetings 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 Students**

* To co-operate fully with the school in the implementations of the policy
* To offer suggestions for improving the service to students.

**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

**Policy Considerations**

The Board of Management of the Marist Primary School reserves the right of admission if such admissions contravene Departmental guidelines on class size.

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

The school will maintain a list of refused applicants for each class; their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of the Marist Primary School, in its Policy on 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 mind:

* Health & Safety Concerns regarding Staff and Children
* Available classroom space
* Educational needs of the children
* Presence of children with special educational needs
* Department of Education & Skills class size directives
* Appropriate Supports and Resources that are available
* Time of school year

**Procedures – Application, Enrolment Criteria & Decision/Appeals**

* Failure to fully complete forms may result in refusal to admit a student.
* Further relevant information may be sought at a later stage
* In applying the criteria for enrolment, the school will take into account gender balance Male/Female and limitations in the size of classes

Admission to the school is subject to the resources available to the school including classroom accommodation, class size, teaching resources, financial resources and is also subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources, however where the resources cannot be secured, the school reserves the right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of their child’s needs on the enrolment application form for the child’s own welfare. In this context the school authorities will have equal regard for the welfare of all students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social and intellectual development. Failure to complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

**Junior Infant Enrolment Procedure**

The registration is initiated on receipt by the school of a completed Application Form. The form must be signed and dated by one or both parents or guardians. *Telephone calls or personal visits to the school concerning enrolment will be facilitated, but are not in themselves enrolment applications.*

Applications will be filed and an acknowledgement together with a copy of this policy will be sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined and does not confer any further status on that application. Applications will be considered in early March of the relevant enrolment year and will be evaluated on the basis of the criteria outlined in this Policy.

Following this evaluation, the Principal will make a recommendation to the Board of Management, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

**Criteria for Enrolment**

**Early Start**

Children must be 3 on 1st July in the year of commencement.

In the case of the school being oversubscribed priority will be given to:

* children in the parish with the greatest need for Early Start (in line with DES Guidelines)
* children with siblings in the school
* other children in the parish/children of teachers teaching in the school.

**Junior Infants**

Children must be 4 on 30th September of the year of entry but it is absolutely preferable and in their own interest, that they would be older than this. The Board of Management strongly recommends that applicant children are at least four years of age on or before April 30th of the school commencement year.

In the case of the school being oversubscribed priority will be given to:

* Children who have siblings in the school
* Children who attended Early Start in our school
* Catholic children living in the parish
* Children of teachers teaching in the school
* Children of other denominations living in the parish
* Children of past pupils
* Catholic children living in the area
* Children of other denominations living in the area
* Date of application

All children enrolled are expected to comply with and support the school’s Code of Behaviour, as well as the school’s designated policies on Curriculum, Organisation and Management.

**Children transferring to the School from another school in the State or beyond**

The Board of Management will be guided by the Enrolment Policy with regard to issues of space and resources.

* Failure to fully complete forms may result in refusal to admit the applicant
* The behaviour record of a student in their previous school may be considered
* The attendance record of a student in their previous school may be considered

**Points to be noted by parents**

* Parents are required, as a condition of enrolment to confirm in writing that they accept the school’s Code of Behaviour in principle and practice and that they shall make all reasonable efforts to ensure compliance with it.
* In the case of pupils who wish to transfer into the school, the BOM will make a decision in respect of these applications, from once all necessary information has been received, within 21 days.
* It is a requirement that parents/guardians would provide the school with all relevant information pertaining to their child.

2 Years School Reports

Any reports from Assessments

**Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

* effective management of application process
* clarity and transparency relating to the process
* applicants being informed in good time re. the status of their application, particularly in the case of refusal to enrol
* positive parental feedback

**Monitoring Procedures**

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in March each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to her by the Board of Management in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

**Ratification and Communication**

This Enrolment Policy was revised during 2012 and was considered and ratified by the Board of Management on 19th November 2012. It will be given to Parents/Guardians on Application from 2013 onwards. It was reviewed and ratified again by the Board of Management on 28th January 2014.

**Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full Staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. The next review of this Policy will occur before or during the school year 2017-18.