

Scoil Mhuire GLeann a' Chaisil

Admission & Participation Policy

General Information

In accordance with the provisions of the Education Act, 1998, the Board of Management of Scoil Mhuire Gleann a' Chaisil has developed this Enrolment Policy document to assist parents in relation to enrolment matters. The school Principal Mrs Catherine McIntyre and the chairperson of the Board of Management Mr Tom Mc Andrew can be contacted to clarify any matters arising from the policy.

Contact details for Scoil Mhuire Gleann a' Chaisil are as follows:

School Name: Scoil Mhuire Gleann a' Chaisil
School Address: Bunnahowen, Ballina, Co Mayo.
Telephone No: 097 82283
Email address: gleannachaisil@gmail.com
Web site: www.gleannachaisil.com

Denominational

Scoil Mhuire Gleann a' Chaisil is a catholic school under the patronage of the Killala Diocese of Bishop John Fleming.

The staff of Scoil Mhuire Gleann a' Chaisil includes:

Principal: Mrs Catherine McIntyre
Deputy Principal: Ms Rosaleen Ruddy
Mainstream Class Teacher: Mrs Mary Lavelle
Multi Disability Class Teacher: Ms Lisa McMahon
Autism Class Teacher: Mr Niall Conway
SEN Teacher: Mrs Mary Horan
Shared SEN Teacher: Miss Ann Marie Gaughan
Special Needs Assistants:
Full Time: Mr Willie Sullivan
Mrs Ann McAndrew
Mrs Kathy Gaughan
Miss Clara Coyle
Mrs Vera Togher
HSE Nurse: Miss Mary Hegarty
Secretary: Mrs Mary Meenaghan

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Range of Classes Taught:

Scoil Mhuire Gleann a' Chaisil is a mixed school that caters for all classes from infants to sixth class, with a Special Class and an Autism Class attached to the mainstream that caters for children aged between four and eighteen years of age. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, culture, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

School Opening Hours:

Our school operates from 9.20 a.m.-3 p.m.

9.20-9.40: Preparation, correction and assembly
10.10-10.15: Roll call
11.00-11.10: Sós beag (small break)
12.30-1.00: Am Lón (lunch time)
2.00pm: Junior and Senior Infants Home time.
2.00-3.00pm: After-school Club (optional) for Junior and Senior Infants.
3.00pm: Home time.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

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 Sections 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 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 diversity of values, beliefs, traditions, languages, and ways of life in society.

Admission Procedures

1. Enrolment is by way of calling into the school and speaking to the Principal.
2. Admission: Children are offered a place in the school in accordance with the school admission policies, detailed above. The number of places offered is in accordance with the Department of Education and Science guidelines in relation to class size. The Board of Management is bound by the Department of Education and Science Rules for National Schools which provide that pupils may only be admitted to the school from the age of 4 years and upwards.

Confirmation: A child must be 4 years of age by the 1st of September of the year they are to enter the school to be eligible for intake to the school.

For parents accepting the offer of a place in the school, an Open Day for parents and children will be held during the last school term prior to the child's first day at school.

3. Children enrolled in Scoil Mhuire Gleann a' Chaisil are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child/children co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school Code of Behaviour Policy.
4. Children transferring from another school: Procedures are as detailed above. Children may transfer to the school at any time, subject to available space, although intake to the school usually takes place in September, which is preferable. The Education Welfare Act (2000) contains specific provisions in relation to transfer of pupils, including the requirement that information concerning attendance and the child's educational progress is communicated between schools.
5. **Special Needs:** Should it become apparent that a child has special educational and/or health needs, it is very important that these are discussed with the school Principal as soon as the needs become apparent, in order to best facilitate the child in the school. It is open to the Board of Management to request a copy of a 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 the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her special needs and to profile the support services required. This enables the Principal to have in place necessary resources when the child starts in the school. Otherwise, there may be lengthy delays in accessing

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these resources, through no fault of the school. Occasionally, it may be necessary for Boards of Management to decide to defer enrolment of a particular child pending a) the receipt of an assessment report; and/or b) the provision of appropriate resources by the Department of Education and Science to meet the needs specified in the psychological and/or medical report.

6. Change of Address: It is very important that any change of address is notified to the school in writing, along with the names and dates of birth of all children on the pre-enrolment list.

Provision of Key Information by Parents

The following information will be required when children are being enrolled to include

- *Pupil's name, age and address;*
- *Names and addresses of pupil's parents/guardians;*
- *Contact telephone numbers;*
- *Contact telephone numbers in case of emergency;*
- *Details of any medical conditions which the school should be aware of;*
- *Religion;*
- *Previous schools attended, if any, and reasons for transfer, if applicable; and*
- *Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000) or Education for Persons with Special Educational Needs Act (2004).*

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 within 21 days of receiving such information (to come in to being as per 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. *(See note below on Education for Persons with Special Educational Needs Act 2004)*

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

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discretion in the application of the following criteria. *The criteria may include any of the following though not necessarily in that order:*

- *Whether there are siblings of the proposed new entrant already in the school;*
- *Ages of the children;*
- *Parish boundaries/Diocesan policies;*
- *First come, first served;*
- *Children of staff members;*
- *Lottery;*
- *Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc;*
- *Ethos considerations; and*
- *Any other.*

Implementation/Ratification and Review

This policy has been in operation in *Glencastle N.S.School* since ____
and was updated in _____. It will be reviewed again in _____.

Signed: _____
Chairperson

Date: _____

Signed: _____
Principal

Date: _____