**Enrolment /Admission Policy for Scoil Naisiunta Molaise.**

**Introduction:**

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Equal Status Act, 2000 and the Education (Admission to Schools) Act 2018.

The Board of Management of Scoil Molaise trust that it will assist parents in enrolment matters. The Chairperson of the Board of Management Ms. Maria Doyle and the Principal teacher Ms. Mandy Ryan will be happy to clarify any further matters arising from this policy.

**School Name:**  Scoil Molaise

**School Address:** Old Leighlin Co. Carlow.

**Telephone No.:** 059-9722166

**Denominational Character:** Catholic

**Name of Patron:** Bishop of Kildare and Leighlin. Bishop Denis Nulty.

**Schedule of the Catholic School / Scoil Molaise ethos Statement**:

Scoil Molaise is a Catholic school (which is established in connection with the Minister for Education). It aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes the philosophy of life inspired by belief in God and the life, death and resurrection of Jesus Christ. We promote a happy, inclusive, safe environment for all.

**The Catholic School:**

* Has at its heart the mission and ministry of Jesus Christ.
* Builds an environment of care and concern for others that is rooted in Catholic social teaching.
* Creates a safe and happy learning environment where every child is encouraged and enabled to develop to their full unique potential as human beings, made in the image and likeness of God.
* Seeks educational excellence while remaining faithful to their distinctive vision and approach.
* **It is an inclusive and respectful community, welcoming students of all denominations and of none.**
* Acknowledges the role of parents as the first teachers in the ways of faith and provides opportunities for their participation in the life of the school.
* Works in partnership with parents and the parish community to keep the light of faith burning brightly.
* Provides religious education programmes that confirm and deepen the child’s understanding of the Catholic faith so that every child will be as articulate in their faith as in all other areas of the curriculum.
* Nurtures the child’s appreciation and understanding of the sacramental life of the church.
* Displays the symbols of our rich Catholic faith tradition.
* Spends time as a school community in reflection, prayer, ritual, celebrating the Eucharist and other sacraments to develop the spiritual life of each person in the school community.

Children who are not participating in religious instruction will be accommodated according to their parent’s request as far as is practical. (Please see Religion Policy).

**Staff:** The teaching staff consists of the Principal, four mainstream class teachers, a full -time Learning Support teacher, and a shared Resource teacher. There are currently three full –time SNAs, one part-time SNA, a part-time Secretary, a part-time Caretaker, and a Cleaner working in the school.

**Classes:** The school is mixed and caters for a full range of classes from Infants to Sixth. The structure of classes are usually decided upon in the last term for the following year. These are then communicated to parents in June. As we are a small country school there may be two/three classes within the one classroom or split classes may occur at different times.

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, from time to time, by the Department. School Policy has regard to the resources and funding available.

The school follows curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998)

Within the context and parameters of Department regulations and programmes, the right of the Patron to set out procedures as outlined in the Education Act (1998) within the capabilities of and the funding resources available, the school supports the principles of:

* Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
* Equality of access and participation in the school.
* Parental choice in relation to enrolment. Given the right of a parent to send their child to whatever school they wish.
* Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

**Application Procedure:**

1. Parents who wish to enrol a child in Junior Infants will be asked to call to the school during a specific week in the first/second term. They will be given an enrolment form to fill in.
2. Alternatively, parents can phone the school during the specific week and give details to the secretary.
3. Notice of the enrolment times will be given to all current parents/guardians. It will also be posted in local shops and printed in the Parish Newsletter as well as the local notes in The Nationalist.
4. Applications received after the designated time will be considered in accordance with school policy.
5. Parents who wish to enrol a pupil other than a Junior Infant can apply to the school for an enrolment form. The school will consider the application and a decision will be notified to the parents within 21 days.

**Provision of Key information by Parents:**

Certain information will be required when children are being enrolled. Such information will include:

* Pupils Name, Address and age.
* Name and Address of pupil’s parents / guardians.
* Contact telephone numbers.
* Contact numbers in case of emergency.
* Details of any medical conditions of which the school should be aware of or special needs.
* Previous school(s) attended, if any, reason for transfer, if applicable.
* Any other relevant information.
* PPS Number

**Decision Making:**

The Board of Management in accordance with the school policy makes decisions in relation to applications for enrolment. The Board will notify parents of their decision within 21 days of receiving such information.

As a general principle and in so far as is practicable having regard to the school’s enrolment policy, children will be enrolled on application, provided there is a space available. The Board will have regard for relevant DES 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 DES **Rules for National Schools** which provides that pupils may be enrolled from the age of 4 years and upwards, though compulsory attendance does not begin until 6 years of age.

In the event that applications for enrolment exceeds/ is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion towards any application in the following order:

1. Whether there are siblings of the proposed new entrant already in the school.
2. Ages of children
3. Parish boundaries/proximity to school
4. First come, first served.

**Admission Day / Date:**

As a general rule Junior Infants will be admitted to school on the first date in the first term that the school opens.

Pupils who transfer from another school may be admitted at any time after the Board has approved the application.

It is a requirement of the Board that information concerning attendance of the child’s educational progress be communicated between schools. (If the information received indicates that the pupil has needs that have not been assessed or addressed, then the Board will endeavour to seek such/obtain such reports/supports and make them available.)

**Enrolment of Children with Special Needs:**

In relation to the enrolment of children with special needs the Board will request a copy of the child’s medical and / or psychological report or where such a report is not available, will request that the child be assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following the receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Department of Education, and Skills to provide the resources required to meet the needs of the child outlined in the psychological and /or medical report. These resources may include for example, access to or the provision of any or combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport service or other.

The school will meet with the parents of the child to discuss the child’s needs and the school suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special needs teacher, resource teacher for special needs, or psychologist as appropriate.

**General Information**

(On enrolment, Parents will be asked to sign a form giving the school permission to pass on **general** information on their child to relevant persons e.g. (School Dentist etc. See policy on Record Keeping and Data Protection.)

**Special Classes:**

Scoil Molaise currently has one special class opened. However, a second special class will be opening in September 2020. This will be after a process of engagement by the whole school community staff, Board of Management, Patron, NCSE and Minister for Education, and Skills. Please see our enrolment policy for our special classes, which is available on our website [www.oldleighlin.com](http://www.oldleighlin.com)

It was reviewed by the Board of Management on Date:\_\_\_20/05/2013\_\_\_\_\_

Signed: \_\_\_\_Patrick Roche\_\_\_\_\_\_\_Chairperson B.O.M.

Reviewed: Patrick Roche Date:\_\_\_7/09/2015.