

St. Molaga's N.S. Enrolment Policy

ENROLMENT POLICY- (Mainstream Classes)

Our enrolment policy is drawn up by the Board of Management under the guidance of our Patron – The Catholic Archbishop of Dublin, and in accordance with the provisions of education related legislation and the rules for National Schools.

Ethos: St. Molaga's N.S. is a Catholic primary school under the patronage of the *Catholic* Archbishop of Dublin.

The school aims:

- *To ensure a sound moral and religious development in the children.*
- *To enable each child to live a full life as a child, to develop to their full potential through the provision of a constructive learning environment and the delivery of a broad curriculum and to enable them to obtain skills and interests to enhance their leisure time outside school.*
- *To equip each child to avail himself or herself of further education so that he or she may go on to lead a full life as an adult in society.*

Aims and Objectives of the Policy:

The Board of Management of St. Molaga's N.S. has set out its policy in accordance with the provisions of the Education Act 1998 and the Education Welfare Act (2000) and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the Chairperson and the Principal teacher will be happy to clarify any further matters arising.

School Details:-

Name: St. Molaga's N.S.

Address :Balbriggan, Co. Dublin

Phone No.: 018413133

Email: stmolaga@gmail.com

St. Molaga's N.S. Enrolment Policy

Website: www.stmolaga.scoilnet.com

Ethos : St. Molaga's N.S. is a Catholic primary school under the patronage of the *Catholic* Archbishop of Dublin.

General Information:

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St. Molaga's N.S. has 16 mainstream classes and two special classes for pupils with Specific Learning Disability. It caters for children from 3rd class to 6th class inclusive. The school depends on grants provided by the Department of Education implements the curriculum prescribed by the Department of Education & Science and operates within the regulations laid down from time to time by the Department of Education & Science. Within the context and parameters of the Department of Education & Science regulations and the rights of the Patron as set out in the Education Act 1998, the school supports the principles of inclusiveness, equality of access and participation in the school, parental choice regarding enrolment and respect for diversity.

Children enrolled in St. Molaga's N.S. are required to co-operate with and support the school's Code of Behaviour as well as all other curricular and organisational policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies. The Code of Behaviour is available on the school website or from the school office on request.

Application Procedures:

- Children will be enrolled on application provided there is space available, by the submission of a completed valid enrolment application form. (Copy attached) Copies of the child's birth certificate and baptismal certificate (if applicable) must be

St. Molaga's N.S. Enrolment Policy

submitted. The application will not be treated as being complete until such time as all requested information has been received.

- Children may transfer from other schools at any time provided there is space available, and subject to the terms of the Enrolment Policy.
- In the case of children with special needs, the Board of Management will request a copy of all relevant medical/psychological reports to support the application.
- The Board of Management deems the school to be at full capacity when its total valid enrolment including mainstream and special class children in accordance with Circular 9/99, is equal to or exceeds the class average size as required by the current Staffing Schedule issued by the Department of Education & Science – *i.e. average mainstream class size multiplied by the number of mainstream class teachers*.
- If there is no place available children may be placed on a waiting list and offered a place in the appropriate class if and when a place is available.
- Decisions in regard to enrolment will be given in writing 21 days following receipt of a completed enrolment application form.

Enrolment Criteria:

The following order of priority will apply to enrolment applications:

1. Children who leave the school voluntarily and seek re-admission.
2. Pupils enrolled in second class in S.S. Peter & Paul's J.S. on the last day of the school year, who are seeking enrolment into 3rd class at the beginning of the next school year.
3. Brothers and sisters of children in the school and children of staff members.
4. Catholic children of the parish.
5. Catholic children transferring from other schools to the parish.

St. Molaga's N.S. Enrolment Policy

6. Catholic children who live outside the parish, and do not have a Catholic School in their parish.
7. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (1) to (6) have been allocated.
8. Catholic children who live outside the parish.
9. Non-Catholic children transferring from other schools to the parish.
10. All children who apply to the school and are not Catholics and not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (1) to (9) have been allocated places.

In the event that there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the oldest.

The BoM reserve the right to refuse enrolment in exceptional circumstances e.g.

- (a) The pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and /or provide the pupil with an appropriate education.

or

- (b) In the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, school staff and /or school property.

The BoM will only seek to rely on this clause in rare and exceptional circumstances.

Applications for Enrolment in the Specific Learning Disability Classes

Enrolment in the Specific Learning Disability Classes will be in accordance with the criteria and procedures laid down by the DES. Details of these criteria are set out in Appendix A.

St. Molaga's N.S. Enrolment Policy

Right of Appeal:

Parents may appeal the schools refusal to enrol their child under Section 29 of the Education Act 1998.

The Enrolment Policy is available from the school on request and is available to parents and the wider community through publication on our website, and will be reviewed annually.

Signed: *Noelle Dowling* Date: 02/03/2017

Chairperson, Board of Management

Specific Learning Disability Units

St. Molaga's S.N.S. has two special classes to cater for children diagnosed with a specific learning disability (S.L.D.)

The classes have a maximum number of 9 pupils and the children attend on a full-time temporary basis for a maximum of two years.

In exceptional circumstances, children may continue for a 3rd year.

The classes cater for children from the North Fingal area, Louth and Meath as well as pupils from St. Molaga's S.N.S.

The pupils in the S.L.D. Units are integrated into mainstream classes by arrangement between class teachers and S.L.D. teachers.

St. Molaga's N.S. Enrolment Policy

SCHOOL POLICY ON ENROLMENT OF PUPILS IN S.L.D. CLASS

- 1) The Board of Management has responsibility for the enrolment of pupils.**
- 2) Enrolment procedure shall be in accordance with the "Guidelines for Enrolment of Children with Specific Learning Disability (S.L.D.)" issued in June 1998 by the Department of Education & Science.**

Criteria includes:

- Boys and Girls with a psychological assessment (dated within two years of application) which states that the child's general intelligence, or IQ, falls within the average range or higher, but who is experiencing significant difficulties in literacy.
 - A recommendation in a psychological assessment for enrolment in a Reading Unit/Specific Learning Disability Class.
 - Pupils must have completed Second Class.
 - Children enrolling must not have evidence of a behaviour difficulty/behaviour problem
 - Pupils who satisfy the criteria are selected for enrolment in accordance with age.
 - The level of disability shall determine precedence.
- 3) The child's school shall provide information on his/her progress, attendance, behaviour, social and personal development, attitude to school and school work, and the parents attitude to school and school work. The report will provide information on the level of competence in language, reading, spelling and mathematics from previous class teachers.**
 - 4) Pupils are initially enrolled for a probationary period of one month. Enrolment is then extended to one year, with an option of a further year if necessary. The child's present school must undertake to re-enrol the child at the end of the child's enrolment in the S.L.D. class, or if the placement is unsuitable.**
 - 5) The referring psychological report should be less than two years old.**
 - 6) At all times, evidence of behaviour problems shall be a determining factor in deciding on enrolment.**
 - 7) All applications must be received by February 28th in the year of enrolment.**