

# **Scoil Mochua Aghards Enrolment/Admissions Policy**

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management (BOM) of Scoil Mochua trusts that by so doing, parents / guardians will be assisted in relation to enrolment matters. The Chairperson of the BOM or the Principal will be happy to clarify any further matters arising from the policy.

October 2018

## **1. General Information**

|                                  |   |
|----------------------------------|---|
| <b>School Name:</b>              | Scoil Mochua  |
| <b>School Address:</b>           | Aghards Road<br>Celbridge<br>Co. Kildare  |
| <b>Telephone Number:</b>         | 01 6272963  |
| <b>Fax Number:</b>               | 01 6279173  |
| <b>Email Address:</b>            | info@scoilmochnua.com   |
| <b>Website:</b>                  | www.scoilmochnua.com  |
| <b>Chairperson BOM:</b>          | Mr John Eves<br>c/o Scoil Mochua<br>Celbridge<br>Co Kildare                         |
| <b>School Principal:</b>         | Ms Catherine Carragher<br>c/o Scoil Mochua<br>Celbridge<br>Aghards Rd<br>Co Kildare |
| <b>Denominational Character:</b> | Roman Catholic Co-educational Primary School  |
| <b>Parish:</b>                   | Roman Catholic Parish of Celbridge and Straffan                                     |
| <b>Name of the Patron:</b>       | Archbishop Diarmuid Martin  |

**Teaching Staff Details:**

Principal, Deputy Principal, 24 class teachers and 11 Special Education Teachers (SETs)

**Range of Classes taught:**

Scoil Mochua caters for the full range of primary school classes from Junior Infants to Sixth Class. The school is co-educational and at present has an enrolment of 704 pupils.

**Curricular Programmes:**

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

**Accommodation:**

Current accommodation comprises 24 classrooms, computer room, general purpose room, gymnasium, principal's office, deputy principal's office, secretary's office, library, 7 resource rooms, cleaners' storage area and a PE equipment storage room.

**Ancillary Staff:**

1 full-time secretary, 1 part-time secretary, 1 caretaker, 1.5 Special Needs Assistants (SNAs)

**Opening Hours:**

When in operation the school is open from 9.00am until 2.40pm Monday to Friday. Junior and Senior Infants finish their school day at 1.40pm.

## **2. Guiding Principles**

- 2.1 Equality of access is the key value that determines the enrolment of children to Scoil Mochua. 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. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].
- 2.2 While recognising the right of parents to enrol their child in the school of their choice, the BOM of Scoil Mochua has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
- Health & Safety Concerns regarding staff and children
  - Available classroom space
  - Educational needs of the children
  - Presence of children with special needs
  - Department of Education & Skills class size directives
  - Appropriate supports and resources are available
  - Time of school year

- 2.3 Admission to the school is 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 those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant, it will make every effort to secure those resources. Where the resources cannot be secured, the school reserves the unfettered right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such 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 the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully 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.
- 2.4 In relation to applications for the enrolment of children with Special Educational Needs, it is open to the BOM to request a copy of the 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 needs of the child relevant to his/her special needs and to profile the support services required. Following receipt of the report, the Board will assess how and if the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request that the DES provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include, for example, access to or the provision of any or a combination of the following: Visiting Teacher Service, SETs, SNAs, specialised equipment or furniture, transport services. The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability to meet those needs. The school will make every effort to secure resources to ensure the needs of the child are met. Where the resources cannot be secured the school reserves the unfettered right to refuse admission. Please note, it is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form.
- 2.5 In this Policy, the use of the terms "resident" and "residence" means actually resident on the date of the School Enrolment, having established through the production of verifiable documentation a pattern of residency at the address identified or a clear intention for habitual residency to be established and continue thereat. By making the application, you accept and acknowledge that the onus is on you to show qualification as a resident and rebut any evidence to the contrary.
- 2.6 The BOM reserves the right to refuse enrolment in exceptional circumstances e.g. where the school cannot provide the pupil with an appropriate education or in the opinion of the BOM, the pupil poses an unacceptable risk to other pupils, school staff and /or school property.
- 2.7 All children enrolled in Scoil Mochua are required to co-operate with, and support the school/BOM's Code of Behaviour and Discipline as well as all other policies on curriculum, organisation and management. The BOM places parents / guardians responsible for ensuring that their children co-operate with said policies in an age-appropriate way.

- 2.8 At time of admission, all parents / guardians are directed to the school website [www.scoilmochua.com](http://www.scoilmochua.com) for details of the school's policies, including the Code of Behaviour and Discipline, the Anti-Bullying Policy, and the Child Safeguarding Statement. The website also contains information on many other areas related to school life.
- 2.9 In accordance with the DES's rules for National Schools, a child may be suspended and/or expelled. School policy relating to expulsion and suspension of students is outlined in the school's Code of Behaviour and Discipline which is available to view on [www.scoilmochua.com](http://www.scoilmochua.com).
- 2.10 Failure to fully complete forms, and/or answer any questions arising, may result in refusal to admit a student.
- 2.11 Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a child shall not be entitled to a place in the School, and the Board will cancel an offer already accepted.

### **3. Procedure for Enrolment of Pupils to Junior Infant Classes**

- 3.1 Parents / guardians seeking to enrol a child in Junior Infants in Scoil Mochua should complete an **Enrolment Application Form**, available on the school website, [www.scoilmochua.com](http://www.scoilmochua.com), and submit it at the school on specified dates (see 3.2) which will be circulated in advance in a school and parish newsletter and on the school website. Enrolment Application Forms will also be available in the school in advance of these dates.
- 3.2 Enrolment usually takes place on two consecutive days at the beginning of the month of February prior to the child starting school, e.g. a child due to commence school in September 2019 should be enrolled in February 2019. Enrolment dates will be posted on our website in early January 2019.
- 3.3 Parents / Guardians should make the application personally, save in exceptional circumstances and with the prior agreement of the Board of Management.
- 3.4 You must submit with the completed application form an original **birth certificate** (with a copy to be retained by the school) and at least **two proofs of residential address**. These documents should state full name of parent / guardian and full address. Examples of acceptable documents include (but are not limited to):
- Utility bills – From electricity, gas, phone, cable television, broadband provider. Printed online bills are acceptable. Mobile phone bills are not acceptable.
  - Correspondence from Department of Social Protection / Revenue, Tax certificates, P60, P45, P21
  - TV Licence

These documents must be dated within three months of enrolment. The Board of Management of the school reserves the right to request additional / alternative documents

if it is not satisfied that the documentation presented provides sufficient or reasonable evidence of residing within the area from which applicants are accepted as per 3.14 below.

- 3.5 For Catholic children, a **Baptismal Certificate** is also required with the application.
- 3.6 Applications for enrolment will not be considered if they are not complete as per 3.4 and 3.5 above by 1pm on the second day of school enrolment (see 3.2 above).
- 3.7 In certain cases, further information on the child may be requested. The application will not be treated as being complete until such time as all requested information has been received.
- 3.8 Where there are issues with regard to child custody or access, parents/guardians must provide a written declaration of joint consent before the Board can accept an application and offer a place.
- 3.9 Late applicants (i.e. applications not made on designated days) will be placed on a waiting list after the enrolment process pertaining to the other applicants has been completed.
- 3.10 It is a condition of application that applicants accept the protocol for enrolment to Junior Infants.
- 3.11 Only children who have reached the age of four by the beginning of the school year will be considered for enrolment to Junior Infants. Compulsory attendance does not apply until the age of 6 years.
- 3.12 Parents / guardians are informed, within 21 days, by letter from the Chairperson of the BOM or the Principal, of the outcome of their application.
- 3.13 Parents accepting a place for their child must return their acceptance form within the specified time or forfeit a place.
- 3.14 The BOM will accept applications from the following three groups:
  - a) Brothers and sisters (including step-siblings resident at the same address) of children currently attending the school;
  - b) Applicants from the following areas, which are listed in order of priority

Thornhill, Ballygoran, Ashgrove, Castlewellan, Willowbrook, Beatty Park, Beatty Grove, Whitethorn/Temple Grove, Maynooth Road West, Castle Village, Kilwogan, Moorétown, Crodaun Forest Park, Hawthorn View, Oldtown Mill, Wolstan Haven, Vanessa Lawns, Celbridge East, Celbridge West, South of the Liffey;

*As new estates and/or houses are built in close proximity to the school, the Board of Management reserves the right to include these as eligible applicants despite the fact that they are not explicitly listed above. The Board of Management reserves the right to place the estate / house within the list.*

- c) Children of permanent teaching staff.

- 3.15 In the event of over subscription, the BOM may contract the area listed in 3.14 (b) above, starting from the end of the list, and working back. Equal priority is given to the oldest children from the groups (a), (b), either in its entirety or the contracted version of it, and (c) above, up to a maximum of the number of places available. The Board of Management determines the number of places available and the age cut-off.
- 3.16 In the event of a cancellation, the vacancy will be offered to the next child on the waiting list.
- 3.17 Parents / Guardians may appeal the school's refusal to enrol to the BOM. In the event of this appeal being unsuccessful a further appeal can be made to the DES under Section 29 of the Education Act 1998. Section 29 Appeal Form available on Department of Education and Skills website [www.education.ie](http://www.education.ie)

#### **4. Procedure for Enrolment of Pupils Transferring from other Schools**

- 4.1 Where places are available, children who take up residence in the Parish can make an application to enrol in the school during the school year.
- 4.2 Where places are available, children who live outside the parish of Celbridge may also make an application to enrol in Scoil Mochua.
- 4.3 In the interests of good community relations the school will accept transfer of pupils from other schools in the parish at the end of the school year. All pupil transfers are subject to available space.
- 4.4 Application for enrolment is made by applying to the BOM or the Principal.
- 4.5 Parents / guardians are requested to provide the school with a birth certificate, a report on the child's previous educational progress and attendance, and proof of address as outlined in 3.4 above.
- 4.6 It is a condition of application that applicants accept the protocol and policy referenced in this document as a condition of entry.

All policies/procedures relating to school enrolment may be amended and/or revised from time to time in accordance with BOM and/or DES regulations and guidelines.

This policy was reviewed and ratified by the Board of Management on 8th October 2018

Signed on behalf of the Board of Management:

Chairperson: 

Date: 8/10/18

Principal: 

Date: 8/10/18

