



Abbey Primary School

Admission and Enrolment Policy

Introduction

This policy on admissions and enrolment is formulated in accordance with the provisions of the Education Act of 1998.

This policy is rooted in the Mission statement and aims of our school.

1. Aims and Objectives:

- To ensure that all parents/guardians are given the opportunity to inform the school of matters pertaining to their child's health and well being i.e. medical history when a child is on medication, or any other relevant information regarding the child that the parent/guardian feels the school should know.
- To ensure that the parent/guardian are given a copy of the school rules.
- To inform parents of the Ethos of our Catholic School.
- To promote good communication between parents and the school by providing an opportunity for parents/guardians to meet with Principal and Deputy Principal when enrolling pupils.

The B.O.M. trusts that it will assist parents in relation to enrolment matters. The chairman of the Board, Mr. Jonathan Wynne and the Principal Teacher, Mrs. Michelle Gill will be happy to clarify any matters arising from the policy.

School name: Abbey Primary School

Address: Carrick Rd., Boyle, Co. Roscommon.

Telephone: 071 9662737

E. Mail: info@scoilboyle.ie

Denomination: Catholic

Patron: Bishop Kevin Doran.

Pupils

Under the proposed amalgamation with St Joseph's Boys School September 2023 **to become one coeducational school enrolling boys and girls .**

- Junior Infants – 6th class: boys and girls.

Operation:

The school depends on the grants and Teacher resources provided by the Dept. of Education and Science and it operates within the regulations laid down by the DES.

- (a) The school must operate within the resources and funding available.
- (b) The school follows the curricular programmes prescribed by the DES. which may be amended from time to time in accordance with sections 9 and 30 of the Education Act 1998 and the most recent provisions of the Education (Admissions to Schools) ACT 2018.

(c) Within the context and parameters of Department Regulations and programmes the rights of the Patron as set out in the Education Act and the funding and resources available the school supports the principles of:

- inclusiveness, particularly with reference to the 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;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

2. Procedures and Guidelines:

1. A) Notice alerting parents re our enrolment is placed in our Parish Newsletter early in the 2nd term of the school year, local newspaper and social media outlets Real Boyle and Boyle Today.
2. B) Enrolment forms are distributed on request by a family member attending this school or by a parent or guardian.
3. Prospective new pupils and their parents/guardians are invited to an open day at the school.
4. Parents and guardian's queries on any matter pertaining to the child's education are answered in a professional manner.
5. When the enrolments forms are received, The Board of Management will make application for the necessary resources to the Department of Education and Science.
6. At the school infant induction day in June the parents/guardians they are given:
 - a) Abbey Primary School Welcome booklet, school information, summary of policies and procedures.
 - b) A copy of the code of discipline.
 - c) A Book List.
 - d) A copy of the School Calendar for the coming academic year.
7. Pupils may transfer to the school at any time, subject to school policy, available space and in some cases the approval of the D.E.S.

A letter of transfer is required when a pupil presents to enroll during the term.

8. When a pupil is presented for enrolment a comprehensive written report detailing:
 - (a) the child's educational progress
 - (b) the child's attendance record to date is required from the previous school.

Enrolment of children with special needs:

Abbey Primary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Abbey Primary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

In relation to applications for the enrolment of children with special needs, the board of management will request a copy of the child's medical and/or psychological report or where such a report is not available, the board requests 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 disability or special needs and to profile the support services required.

Following receipt of the report, the board will assess how the school could meet the needs specified in the report. Where the board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Science to

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:

- a) visiting teacher service
- b) resource teacher for special needs
- c) special needs assistant
- d) specialised equipment or furniture
- e) transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full-case conference involving all parties will be held, which may include parents, principal, class teacher, S.E. Teacher, resources teacher for special needs or psychologist, as appropriate.

It may be necessary for the board of management to decide to defer enrolment of a child pending:

- the receipt of an assessment report; and/or
- the provision of appropriate resources by the Department of Education and Science to meet the needs specified in the Psychological and/or medical report.

Decision Making

- 1) Decisions in relation to applications for enrolment are made by the B.O.M. of the school in, accordance with school policy. Parents will be notified of their decision within 21 days of receiving such information as will be prescribed by the Minister of Ed. Under the Education Act.
- 2) As a general principal and in so far as practicable, having regard to the school's enrolment policy, children will be enrolled on application if there is space available.
- 3) The B.O.M. will have regard for any relevant DES. Guidelines in relation to class size or staffing provisions and / or any other relevant requirements such as physical space on the health and welfare of children.

- 4) The Board is bound by DES. "Rules for National Schools" which provide that pupils may only be enrolled from the age of 4 years and upwards.
Compulsory attendance does not apply until the age of 6.
- 5) The Board will use the following criteria in its decision making and shall exercise its discretion in the application of the criteria:
- Whether there are siblings of the proposed new entrant already attending 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-(Equal Status Act/Section 7)

Admission Date

Children admitted to Junior Infants must be 4yrs old before the 1st September. The closing date for admissions to Junior Infants may be extended to the 30th September if the need arises.

Resources:

B.O.M. who take all decisions on issues pertaining to enrolment.

- The Principal and Deputy Principal who deal with enrolments.
- Review Committee who reports to the B.O.M.

1) Enrolment Forms

2) The Mission Statement of the school

3) The Aims of the school.

Monitoring and Evaluating Review:

- This policy is reviewed regularly by Principal and staff. The suggestions following this review are taken to the B.O.M. for discussion and decision.
- We expect Parents and children enrolled in this school to co-operate with our Admission Policy and support the School/ Board of

Managements Code of Behaviour as well as all other policies on curriculum, organization and management. These policies may be added to and revised from time to time. If you are happy to comply with the school policies, please sign and return to the school.

- Directives arising from:

1) The Education Act '98 will be implemented.

2) The Education Welfare Act (2000)

3) The Education (Admissions to Schools) ACT 2018

Signed: _____ *Chairperson of Board of Management*

Date: _____

Signed: _____ *Principal*

Date: _____

Date of next review: May 2024