

Enrolment Policy

This Enrolment Policy is set out in accordance with the provisions of the Education Act 1998. The Board of Management trusts that this policy will assist parents and guardians in relation to enrolment matters. Furthermore the Chairperson of the Board of Management, Fr Paul Casey , and the Principal, Majella Mc Carthy, St. Michaels N.S., Station Road, Cootehill, Co. Cavan will be happy to clarify any further matters arising from this policy.

This school is called St. Michael's National School., Station Road, Cootehill, Co. Cavan. The telephone number is 0495552008. The school role number is 202771.

The schools denominational character is Roman Catholic under the patronage of the Bishop of Kilmore, Bishop Leo O' Reilly D.D.

There are fourteen teachers in total on staff including the Principal. There are nine class teachers, there are two Learning Support Teachers and a shared Resource Teacher . The School is a mixed school catering for pupils in classes from Infants to sixth.

The school depends on the grants and the 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. The school policy must take regard to the resources and funding available.

St. Michael's N.S. follows curricular programme prescribed by the Department of Education and 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 rights of the Parton as set out in the Education Act and the funding and resources available St. Michael's N.S. supports the following principals:

- 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.
- Respect for the diversity of values, beliefs, traditions languages and ways of life in society.

School Hours: 9.20 am – 2.00 pm for Infants

9.20 am – 3.00 pm for all other children

Parents seeking to enrol their child (ren) in St. Michael's N.S. are requested to complete an Enrolment Application.

Parents are requested to sign an indemnity form relating to temporary absence during the school day.

Enrolment of new Junior Infants will take place in February each year. Details of times of enrolment will be placed in the Parish Bulletin and the Cootehill News section in the Angela Celt.

Parents are requested to supply the child's Birth/Adoption and Baptismal Certificates.

They will be invited to an Information Evening in the School in late May / early June.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Michael's N.S. also must take into consideration 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 Board of Management reserves the right to determine the maximum number of children in each separate class bearing in mind:

- Size of/available space in classrooms
- Educational needs of children of a particular age
- Multi grade classes
- Presence of children with special educational / behavioural needs
- D.E.S maximum class average directives (currently a maximum average of 20 children in classes from junior infants to second, and a maximum average of 24 pupils in classes from third to sixth).

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum seeker/ refugee status religious/ political beliefs and values, family or social circumstances.

Children may only be enrolled from the age of 4 and upwards, though compulsory attendance does not apply until the age of 6 years. Junior Infants may only be admitted to school during the Month of September.

Other pupils are enrolled during the year, (if newly resident in the area and have previously been enrolled in another school) subject to school policy, available space and in some cases, the approval of the Department of Education and Science. Report should be furnished from transferring school detailing academic progress and attendance.

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing national Schools, as well as our own school's Enrolment Policy.

Children with special needs will be resourced in accordance with the level of resources provided by the Board of Education and Science to the Board of Management.

In relation to applications for enrolment of children with special needs, The Board of Management requests a copy of the child's medical and or psychological report. Where such report is not available the Board requests that the child should 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 Skills to provide the resources required to meet the needs of the child outlined in the psychological or medical report. These resources may include, for example, access to or provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

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

Under exceptional circumstances the school may reserve the right to refuse enrolment of any pupil if, in the opinion of the Board of Management, the child poses an unacceptable risk to other pupils, to themselves, to school staff or to school property.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the school policy. (The Education Welfare Act/2000). Every effort will be made to notify parents of their decision, within 21 days of receiving such information as will be prescribed by the Minister under the Act.

The parents of any child who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998, and in such circumstances, should be advised in writing of their entitlement to such an appeal.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the B.O.M. being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

- Catholic children living within the parish boundary, and sisters and brothers of pupil's in the school.
- Catholic children living outside the parish boundary who do not have a Catholic school within their own parish boundary
- Children of current staff, including ancillary staff.
- Other children living within the parish boundary.
- In the event that priority requires to be given to children within any one of the above categories, older children will be given priority.
- Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the parish/agreed catchment area.
- Children of other faiths or none:

Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of behaviour as well as all our policies on curriculum, organisation and management. The Board of Management places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age appropriate way. In accordance with the Department of Education's Rules for National Schools a child may be suspended. A copy of the code of behaviour will be provided to parents/guardians on application for enrolment.

All procedures will be kept under regular review and updated accordingly.

Signed: _____

Fr. Paul Casey

Chairperson, Board of Management

Date: _____

Signed: _____

Majella Mc Carthy:

School Principal

Date: _____