**Enrolment Policy**

1. Parents seeking to enrol their child in Scoil Mhuire na mBuachaillí from 1st class in the Junior school are requested to return their forms to school before the end of June each year.
2. A transition programme is arranged by the SCP and HSCL annually to prepare the boys for their move.
3. The children who have been enrolled as part of the transition programme will be invited to visit the school in June along with their parents.
4. Equality of access is the key value that determines the enrolment of children to our school. However it should be noted that we are a single-sex school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language /accent, traveller status, asylum-seeker/refugee status, religious/ political beliefs and values, family or social circumstances.
5. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Mhuire B.N.S. is also responsible 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 in any given year bearing in mind any of the following criteria though not in this order :
* 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.
* Whether there are siblings of the proposed new entrant already in the school.
* Ages of the children.
* Parish boundaries/Diocesan policies.
* Children of staff members.
* Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc.

**DES maximum class average directives (currently a maximum average of 29 children)**

1. In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
	1. Brothers (including step-siblings, resident at same address) of children already enrolled – priority to oldest.
	2. Children living within the parish (in the case of parish schools) – priority to oldest.
	3. Children of current school staff – priority to oldest.
	4. Children whose home address is closest to the school (as measured by a straight line an OS map) if the child is normally resident outside the parish/ agreed catchment area.
	5. In the event of being unable to enrol a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c, ) for the subsequent school year over other children on the class waiting list.
2. Other pupils are enrolled during the school year if newly resident in the parish.
3. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, having regard for numbers in a class according to accepted maximum numbers in a class, as well as our own school’s enrolment policy and local agreements with other schools. i.e on or after the first day of a new quarter.
4. There is an Annual Open Day in May/ June for parents and new enrolments to 2nd class.
5. Children with special needs will be catered for in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. 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
6. Children enrolled in our school are required to co-operate with and support the School/ Board of Management’s Code of Discipline as well as all the other policies on curriculum, organisation, and management. The BOM 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 for contravening the rules regularly or for a serious instance of misconduct if it is deemed to be such by the Principal. This policy may be added to and revised from time-to-time.
7. Admission to our Special Class

A Special Class was established in September 2014 and is funded and resourced by the Department of Education & Skills. Children must have a diagnosis of a Mild General Learning Disability to be eligible for admission to the Special Class. A recommendation from a Psychologist that our class is the appropriate setting for a child is a must and due diligence must be adhered to. The maximum number to be enrolled to this class is 11. Priority of admission to the Special Class is given to those children already enrolled and attending the mainstream class settings in our school and our feeder school the Convent Junior School. Fulfilment of enrolment criteria does not necessarily ensure admission. Admission may be refused if:

* + Necessary resources pertaining to the enrolment are not available.
	+ Sufficient classroom space is not available.
	+ The Board of Management decide that the school is unable to adequately meet the needs of the child.
	+ The Board of Management decide that the needs and welfare of the general pupil population of the school will be adversely affected by the enrolment of a pupil.
	+ Taking all of the above into account, the Board of Management reserves the right of admission and to refuse admission.

**The Board on an ongoing basis will have regard for relevant Department of Education and Science 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.**

This policy was ratified by the Board of Management of Scoil Mhuire na mBuachaillí on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson BOM

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal