

**Roll No: 11135K**  
**Principal: Ms Sylvia Eades**  
**Chairperson BoM: Mr Jim Brown**

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## **St. Mary's National School**

### **Enrolment / Admissions Policy**

#### **Introduction**

The Board of Management of St. Mary's National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management and the principal will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

#### **General School Information**

**St. Mary's National School,  
Dunleckney  
Bagenalstown,  
Co. Carlow**

**Telephone No: 059 9721021**

**email: [stmarysnsbagenalstown@gmail.com](mailto:stmarysnsbagenalstown@gmail.com)**

St. Mary's is a Church of Ireland school under the Patronage of the Bishop of Cashel, Ferns and Ossory, belonging to the Dunleckney Union of Parishes.

The school follows the curricular programme prescribed by the Department of Education and Science, 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 patron as set out in the Education Act, and the funding and resources available, the school support the principles of:

- Inclusiveness
- Equality of access
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school day commences at 9.20 a.m. and finishes at 3.00 p.m.

## **Application Procedure**

### **Stage 1: Notification of Intention to Apply**

Those intending to apply for enrolment in St. Mary's National School should contact the school and request a copy of the Notification of Intention to Apply Form. [Appendix 1] Receipt of this form will be acknowledged in writing by the school. [Appendix 2]

If the intention is to enrol a child in less than 21 days, then an Application Form may be requested, but noting what follows.

All Junior Infants enrol on the first day of the school year. Pupils enrolling to other classes may do so at any time of the year, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

In so far as is possible, the principal endeavours not to allocate more pupils than the national pupil : teacher ratio when allocating multiple classes to each mainstream class teacher in June of each year for the following academic year. The current ratio is 27:1. In the event of an enrolment during the year in a classroom without available space, the enrolment may be deferred to the next appropriate school holiday/year.

### **Stage 2: Application Form**

Those who have returned a Notification of Intention to Apply Form will be sent an Application Form [Appendix 3] on 10<sup>th</sup> January in the year of enrolment in the school.

All applications for places in the school shall be submitted on the approved Application Form to the school Principal. An Ethos Statement, The Enrolment Admissions Policy and the Code of Behaviour will be furnished to each applicant with a copy of the Application Form at the appropriate time, in advance of the designated day (The Meeting of the Board of Management in March) for consideration of applications for the following year. Acceptance of the school Code of Behaviour is essential.

The closing date for the return of such completed Application Forms is 25<sup>th</sup> January.

### **Stage 3: Enrolment Decision**

Only those forms that have been completed in full will be considered by the Board of Management. The Principal and the Chairperson, on behalf of the Board of Management, will consider all applications, using the parameters listed below.

Completion of the Form does not guarantee a place at the school.

Early completion of the Form is not a factor in the allocation of places at the school.

All applicants for junior infants must have attained their 4<sup>th</sup> birthday by 25<sup>th</sup> August in the year of admission.

The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of complete Application Forms.

The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:

- The number of places available in the school which in turn involves, but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the deployment of teachers and the resources of the school. The Board of Management will meet annually in the Autumn term to consider these factors listed and to decide on the number of places to be allocated for the following year.
- Multi-grade setting
- Educational needs of children of a particular age
- The religious denomination of the child
- The place of residence of the child

Siblings of pupils already in the school are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to the siblings of pupils already enrolled in the school who belong in that category only.

Catchment is defined by the boundaries of the Dunleckney Union of Parishes and access to the school transport scheme.

Waiting lists do not carry forward to subsequent years where a child has not been allocated a place.

The Board of Management may seek further clarification from applicants before making a decision.

St. Mary's N.S. is a Church of Ireland School. Priority for places is therefore given in the following order:

1. Church of Ireland parishioners of the Dunleckney Union of Parishes
2. Church of Ireland parishioners of parishes within the catchment area i.e. Leighlin Union of Parishes; Fenagh Union Area
3. Children who are members of Protestant Reformed or Orthodox Churches and are living within the parishes listed at (a) and (b) above. {The signature of/ letter from the relevant Church leader is required}
4. Children of interchurch families, where one parent is a member of the Church of Ireland, living within the parishes listed at (a) and (b) above, whose parents express a wish to have their child educated specifically within a Church of Ireland ethos.
5. Children who are members of churches which are involved in the Irish Inter-Church Meeting, i.e. Roman Catholic Church and children of other Christian denominations.
6. Children of other faiths and none

Where an oversubscription occurs in any category above, siblings within such category will be given priority, but, in any event, places in this category will be allocated using a lottery system – public ballot overseen by a local clergyman. Those children in this category that are not successful in achieving a place will have their names placed on a waiting list in the order in which such names were drawn. Applicants will be informed of their place on the waiting list as it applies in their particular category.

The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.

All applicants will be informed, in writing, of the Board's decision within a specified time period (namely 21 days).

### **Appeal Procedure**

A review of a decision by the Chairperson and the Principal may be requested, generally on the grounds only of additional information not previously submitted at the time of application.

Unsuccessful candidates will be advised of their right to appeal the decision of the Enrolment Committee under Section 29(1) (C) of the Education Act 1998. In this case the unsuccessful applicants can appeal locally to the Board of Management and if necessary, to the Department of Education and Skills.

### **Stage 4: Registration**

Following the meeting of the Board of Management a decision will be issued in writing within 21 days of the closing date for application (15<sup>th</sup> February). At this point a Registration Form [*Appendix 4*], Policy Booklet [*Appendix 5*] and Information Booklet [*Appendix 6*] will be forwarded.

Applicants will be asked to accept the place and complete and return the Registration Form before March 1<sup>st</sup>, enclosing the child's birth certificate and any other necessary documents as listed on the form.

Parents of successful applicants will be invited to attend an information meeting, organised during the third term of the school year. At this meeting they will have the opportunity to visit the classroom, meet the principal, a representative of the Parents' Association and the class teacher.

Successful applicants will be invited to an Induction Afternoon in the summer term. They will have the opportunity to visit the classroom, meet the teacher and fellow pupils and engage in some classroom activities.

### **Implementation**

This policy will be implemented from 1<sup>st</sup> January 2018 and takes effect before enrolment of the class starting in Autumn 2018.

### **Evaluation and Review Procedure**

This Policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management during the school year 2019 - 20, or earlier if deemed necessary, or new guidelines are issued by the Department of Education and Skills.

**Ratification and communication**

Once approved by the Board of Management, this policy will be distributed to parents wishing to enrol their child/children in St. Mary's N.S.

Ratified by Board of Management on \_\_\_\_\_  
Date

Signed: \_\_\_\_\_  
**Chairperson, Board of Management**