



SCOIL SAN EOIN  
ADMISSIONS/ENROLMENT  
POLICY



## **INTRODUCTION**

The Board of Management of Scoil San Eoin 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 or the Principal Teacher 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**

**Name of School: Scoil San Eoin**

**Telephone No: (0404) 41727**

His Lordship, ArchBishop Diarmuid Martin, is the Patron of the school. At present, the teaching staff comprises of two multi-class teachers including one Principal teacher, and two shared travelling Learning Support/Resource Teachers. The full range of classes is taught in the school and classes are of mixed gender.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Class starts at 9.20am and finishes at 3.00pm Infant Classes finish at 2.00pm.

## **RATIONALE**

This policy aims to ensure that the appropriate procedures are in place to enable the school to:

- Make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements.

- Make an accurate and appropriate assessment of the capacity of the school.
- To cater for the needs of applicants in the light of the resources available to it.
- Put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## **LEGAL FRAMEWORK**

- Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.
- Section 15 (2) (d) states the Board of Management shall “publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.
- Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.
- The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy.
- Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible, after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”.

- 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)].

## **CONTEXT, RESOURCES, SCHOOL ORGANISATION AND CURRICULUM**

The school supports the principle of equality for all students regarding access to, and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent’s choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources, financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard pupil/teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time. The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

## **POLICY CONSIDERATIONS**

The Board of Management of Scoil San Eoin reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc. The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school. The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled. The Board of Management of Scoil San Eoin, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Science class size directives
- Appropriate Supports and Resources are available
- Time of school year

## **PROCEDURES: APPLICATION, ENROLMENT CRITERIA & DECISION APPEALS**

In applying the criteria for enrolment, the school will take into account limitations.

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 or student, 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.

## **APPLICATION FOR IMMEDIATE ADMISSION DURING A SCHOOL YEAR**

- Application forms are available from the school.
- The behaviour record of a student in their previous school may be considered.
- The attendance record of a student in their previous school may be considered.

## **JUNIOR INFANT ENROLMENT PROCEDURE**

1. In general, enrolment will take place in March/April of each year and will be advertised in the local parish newsletter, bulletin or community notes in the local newspaper. Parents/guardians can obtain an Enrolment Form from the school Principal.

2. The registration process is initiated on receipt, by the school, of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.
3. Date of application, child's date of birth, address and telephone contact numbers are recorded in the School Record of Applications, and a copy of the Enrolment Policy is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application. Entry in the School Record of Applications means that an application will be considered in April of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.
4. Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and, if refused, admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

**PLEASE NOTE:**

The Board of Management is bound by the Rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his/her birth. (Rule 64.1)

**JUNIOR INFANT ENROLMENT CRITERIA**

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

- Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.

If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

- Families whose primary residence is either:
  - In the immediate areas of Avoca Parish, starting closest to the school and radiating outwards from the school within the Parish or
  - In Avoca Parish within a 2 mile distance by road from the school. If the class is oversubscribed within the application of this particular criterion, then the furthest from the school under either (a) or (b) will be eliminated first.
- Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.

## **EVALUATION**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon:

- Effective management placed on application process.
- Clarity and transparency relating to the process.
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol.
- Positive Parental feedback.

## **MONITORING PROCEDURES**

The implementation of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment regularly until enrolment is complete.



Where the Principal refuses admission to any applicant, by the authority delegated to her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.