



St. Mary's Road  
Buncrana,  
Co. Donegal

# St. Mura's National School

Tel. No. 074 9362309  
Roll No.16854V  
e-mail [stmurasbuncrana@gmail.com](mailto:stmurasbuncrana@gmail.com)

## ENROLMENT/ADMISSION POLICY

### A GENERAL INTRODUCTION:

This is an enrolment policy for St. Mura's N.S. which supports the principles of the Education Act of 1998, which are as follows:

Inclusiveness: particularly with reference to the enrolment of children with a disability or other special education needs.

Equality: with respect to maximum access and participation in the school.

Parental Choice: in relation to choice of school and having regard to the characteristic spirit of the school and

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

In drafting this policy, the Board of Management, (under section 15 of the Act) seek to:

- Uphold the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which are characteristic of a school under Church of Ireland patronage.
- Consult with and keep the patron, i.e. the Bishop of Derry and Raphoe, informed of decisions and proposals of the Board of Management.
- Have regard to the efficient use of resources, the public interest in the affairs of the school and accountability and;
- Use the resources provided to make reasonable provision and accommodation for students with a disability or other special educational needs, including, where necessary, alteration of buildings and provision of appropriate equipment.

The Chairperson – Rev. Canon Judi McGaffin, The Rectory, Buncrana, Co. Donegal and the Principal, David Barnes, St. Mura's N.S., St. Mary's Road, Buncrana, Co. Donegal Ph:- 074 9362309, will be happy to clarify and further matters arising from this policy.



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## **B THE PROCEDURES**

### **1. APPLICATION PROCEDURE**

The Board will communicate generally to the school community through the school newsletter and parish bulletin for enrolment procedures. All applications will be submitted to the school Principal. A school handbook including an Ethos statement and Code of Behaviour will be furnished to each applicant with a copy of the enrolment form.

- only such forms that have been completed in full will be considered by the Board of Management.
- Completion of such a 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 the 1<sup>st</sup> September in the year of admission.
- Throughout the school year, applications for the following school year shall be monitored by the Principal and Chairman of the Board of Management.
- Prior to the May meeting of the Board of Management, the Principal and Chairman shall discuss the list of applicants in order to be in a position to advise the Board at its meeting.
- The Board of Management will consider all applications at its meeting in May of each year.
- The Enrolment forms must be completed and returned with an original Birth/Adoption and Baptismal Certificate to the school by the 30<sup>th</sup> April.

### **2. DECISION MAKING**

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.



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While recognising the equality of access and the rights of parents to enrol their child in the school of their choice, the Board of Management of St. Mura's N.S. has also responsibility 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.



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Assisting the school in such circumstances, the B.O.M. will, in the light of articles 6(e), 9(m) and 15 (2) (d) of the Education Act, 1988, give consideration to the following factors:

- € The number of available spaces in the school, which in turn involves:
  - The number of pupils expected to leave the school.
  - The size of the smallest classroom in the school.
  - The effect of the intake on the division/pairing of classes.
  - The deployment of teachers.
  - The resources of the school.
  
- € The religious denomination of the applicant's child.
- € The gender balance of pupils
- € The place of residence of the applicant.
- € Whether an applicant is a sibling of another pupil already attending the school.
  - Siblings of pupils already at the school are not automatically entitled to a place.
  - Applications, except in a case of change of residence, are not generally entertained in the course of the school year.
  
- In relation to religious denomination the following priority is followed:
  - a) Church of Ireland parishioners of Upper and Lower Fahan.
  - b) Children of inter-church marriages of the above parishes.
  - c) Children who are members of churches which are full ecumenical partners of the Church of Ireland (member churches of the Irish Council of Churches, Council of Churches for Britain and Ireland or Conference of European Churches i.e. Belgian/French/Dutch Reformed Church, Congregational Federation, Lutheran Church, Methodist Church, Moravian Church, Non-subscribing Presbyterian Church, Old Catholic Church, Orthodox Churches, Presbyterian Church, Religious Society of Friends, the Salvation Army and the United Reformed Church).
  - d) 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.
  - e) Children of other faiths, sect, cults and of no religion.



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- In relation to residence the following guidelines are followed:
  - In relation to (a) – (c) above the parish boundaries delineate the catchment area.
  - In relation to (d) – (e) above, application will be considered by the local Roman Catholic Parish.
- A waiting list may be drawn up if the B.O.M. wishes and places may be reserved to accommodate those who move into the catchment area/parish during the year and who would be in priorities a – c.
  - Such a waiting list does not carry forward to subsequent years in the case of a child who is not allocated a place.
  - The waiting list does not prejudice the entitlement of children in categories (a) – (b) above (Church of Ireland children).
  - The Principal and Chairman of the B.O.M., on the advice of the Board, may decide to interview those on a waiting list in order to determine the priority of the applications on that list.
- € All applicants will be informed, in writing, of the Board's decision.
  - A subsequent review of the decision by the Board may be requested, generally on grounds only of additional information not previously submitted at the time of the application, and would be considered at the next meeting of the Board.
- € Section 29 (1) of the Education Act, 1998, provides for procedures under which, in some circumstances, appeal may be made to the Secretary General of the Department of Education and Science.

### 3. ADMISSION DATE:

New Junior Infants spend three informal periods in school at the end of June to familiarise themselves with their environment, if and only, if the child has attained the age of 4. If not, the child must wait until 1<sup>st</sup> September to be admitted to the school. Other pupils are enrolled during the school year (if newly resident in the area).

### 4. ENROLMENT OF CHILDREN WITH SPECIAL NEEDS:



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Regarding the enrolment of children with special needs, the B.O.M. may request a copy of the child's medical and/or psychological report or, if these are not available, the board may request that the child be assessed immediately. This request is in order for the school to establish the educational needs of the child in relation to his/her disability.

Where the board deems that further resources are required it may, prior to enrolment, request the D.E.S. to provide these resources. Notwithstanding the availability of such resources, parents of children who are dissatisfied with the level of education 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.

St. Mura's N.S. 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. St. Mura's N.S. will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

### 5. PUPILS TRANSFERRING:

Pupils wishing to transfer from other school are subject to our school enrolment policy and local agreements with other schools.

The Education and Welfare Act (2000) contains some specific new provision in relation to the transfer of pupils including the requirement that information concerning the attendance and the child's educational progress should be communicated between schools.

### 6. CODE OF BEHAVIOUR:

Children enrolled in our school are required to co-operate with and support the School Code of Behaviour as well as all other policies on curriculum, organisation and management. The B.O.M. places Parents/Guardians responsible for ensuring that their child(ren) co-operate with the said policies. In accordance with the D.E.S.'s rules for National school, a child(ren) may be suspended.

These policies may be added to or revised from time to time.