



*St. Mary's C.B.S.*

*Irishtown, Clonmel, Co. Tipperary*

*Tel: 0526121594 Email: [stmaryscbsns@yahoo.ie](mailto:stmaryscbsns@yahoo.ie) Roll No: 16728Q*

## ENROLMENT POLICY

### General Introduction

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by doing so, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Ita O'Brien and the principal teacher, Eóin Morrissey will be happy to clarify any further matters arising from the policy. This policy is subject to any directives/circulars which may be issued from time to time by the Minister for Education and Skills.

**School Name:** St. Mary's CBS

**School Address:** Irishtown,  
Clonmel,  
Co. Tipperary.

**Telephone No:** 0526121594

**Denominational Character:** Roman Catholic.

**Name of Patron:** Most Rev. Bishop Alphonsus Cullinan D.D.

### Total No. of Teachers

**in the School:** 18

**Gender:** Boys – Girls accepted into ASD Early intervention class only

**Range of Classes Taught:** First class to Sixth Class + Early Intervention class

**School Opening Hours:** 9.00 – 2.40  
9.00 – 12.45 (1<sup>st</sup> class on Fridays)  
9.15 – 1.55 (ASD Early Intervention Class)



## St. Mary's CBS, Clonmel – Enrolment Policy

The school depends on the grants and 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. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 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 (1998) and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society
- The school day begins at 9.00 a.m. and finishes at 2.40 p.m. with dismissal - 9.15 – 1.55 (ASD Early Intervention Class)

Therefore, no child will be refused access to St. Mary's CBS for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

### **Procedures**

As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application provided that there is space available and the school can access the resources the child needs. Enrolment will be restricted to the start of each school year unless in exceptional circumstances.

Pupils will, as a rule, only be admitted to 1<sup>st</sup> class on the 1<sup>st</sup> September or the first day of new School year. Children may only be admitted to a 1<sup>st</sup> class during the school year provided they are transferring from another school. (*Please refer to procedures re Pupils Transferring*)

### **Procedures for Application for Enrolment**

The Board of Management requests parents/guardians who wish to enrol pupils to apply in writing to the Principal by the 31<sup>st</sup> March of the school year prior to enrolment.

The Principal will visit the two feeder schools, Presentation Primary and The Sisters of Charity, sometime after Christmas to advise parents of boys in senior infants that they may apply for enrolment.

Parents may arrange a meeting with the principal by contacting the school on 0526121594 or [stmarysrebs@yahoo.ie](mailto:stmarysrebs@yahoo.ie) to make an appointment.

### **Provision of Key Information by Parents**



Applications will only be accepted on the basis of a **fully completed School Enrolment form**. This form must be accompanied by a copy of Birth Certificate and Baptismal Certificate (if appropriate). Evidence of residency may be requested in the form of a household bill etc.

### **Decision Making**

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed/ are expected to exceed the number of spaces available the Board of Management has determined that priority in the allocation of places will be given to the following groups of children:

- Brothers and sisters of children currently enrolled in the school
- Teachers' and Staff Members' children
- Children in our catchment area i.e. whose home address is closer to our school than any of the other local schools (as measured by a straight line on an O.S. map).
- Children from our feeder schools – Presentation Primary School and Sisters of Charity National School
- Children from outside our catchment area

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting. If necessary the additional criteria of the age of pupils may be taken into account and priority given to older children. In the event of a child not obtaining a place on the grounds of age priority will be given in the subsequent school year.

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made.

In determining enrolment the Board of Management shall take into account Department of Education and Skills' regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Skills' Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years. As such we will only enrol boys into first class if they have turned 6 years by the 1<sup>st</sup> of September in the year of enrolment.

### **Appeals Procedure**

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.



### **Enrolment of Children with Special Needs**

A separate enrolment procedure exists for our Early Intervention classes but it remains part of this policy.

In relation to applications for the enrolment of children with special needs into the mainstream, it is open to the Board of Management to request a copy of the child's medical and/or psychological report, or where such a report is not available, to request that the child 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 special needs and to profile the support services required.

Following receipt of the report, the Board should assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the 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 will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties may be held, which may include parents, principal, class teacher, special education teacher or psychologists, EWO or other agencies as appropriate.

It may be necessary for the Board of Management to decide to accept enrolment but defer the commencement date of a particular child, pending:

- the receipt of an assessment report and/or
- the provision of appropriate resources by the Department of Education & Skills to meet the needs specified in a Psychological and /or medical report.

### **Pupils Transferring**

The Board of Management specifies that pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

Information in relation to the transfer of pupils concerning attendance and the child's educational progress will be communicated between schools, in accordance with the Education Welfare Act (2000).

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. "To assist the school in such circumstances as overcrowding, the B.O.M. reserves the right to determine the maximum number of children in each separate

classroom bearing in mind Department of Education and Skills Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms
- Educational needs of children of a particular age
- Multi grade classes
- Presence of children with special educational/behavioural needs.

Enrolment will be restricted to the start of each school year unless in exceptional circumstances. As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application provided that there is space available and the school can access the resources the child needs. ***Children outside the school's catchment area will be directed to their nearest school.***

### **Code of Behaviour**

The school will append its Code of Behaviour to the school's enrolment policy. It is a fundamental requirement that the school's Code of Behaviour be accepted by all parents and pupils. The Board of Management is within its rights to decline enrolment in any cases where the school's Code of Behaviour is not fully accepted.

### **Autistic Spectrum Disorder Early Intervention classes - Enrolment Procedures**

#### **Introduction**

The Board of Management provides two Early Intervention classes for children with Autistic Spectrum Disorder in accordance with the Department of Education and Skills guidelines and support structures. It is committed to providing the highest quality of education for the children concerned. A Multi-Disciplinary approach is recommended by the Department of Health in collaboration with the Department of Education and Skills to support this class.

The class 'Pupil – Teacher' ratio is 6:1, with two special needs assistants (full time) in accordance with the Department of Education and Skills.

The number of admissions in any one year depends on the number of places available, which may vary from year to year.

In the event that the number of children seeking enrolment into the Early Intervention classes exceeds the number of places available names will be placed on a waiting list in accordance with the date the school receives fully completed application forms and appropriate documents, assessments and reports.

The curriculum is tailored for individual needs and works towards the mainstream primary education.

Teaching methods include elements of various styles and techniques i.e. T.E.A.C.C.H., Lámh signing and a variety of sensory stimuli. Teaching methods are decided by the teachers of the classes based on the needs and talents of the children in the class.

The aim is to integrate all pupils within the main body of the school whenever possible.

### Criteria for Admission / Enrolment

1. Parent wishing to enrol their child in the Early Intervention classes should contact the School Principal, Eóin Morrissey on 0526121594 or *stmaryscbsns@yahoo.ie*
2. All Psychological Reports / Assessments / Records will be made available to the Principal prior to enrolment; the level of needs and care required by each child will be clearly defined. Where necessary, contact will be made with the relevant psychologists, therapists or members of Early Intervention team to clarify any outstanding matters regarding assessment.
3. The child must have a primary diagnosis on the Autistic Spectrum. The Early Intervention team must recommend that the child shall attend a special Early Intervention class for children presenting with ASD.
4. The Early Intervention classes cater for children from 3 years to 5 years of age. Children must be 3 years old before enrolment and cannot turn 6 during their time in the Early Intervention class.
5. While St. Mary's C.B.S. is an all boys' school, the Early Intervention classes will cater for both boys and girls.
6. The individual needs of each child are constantly reviewed by both school and outside agencies to ensure that the Early Intervention class is the appropriate setting to meet the needs of the child.
7. Reviews will be carried out in consultation with the parents and the Early Intervention team.
8. The School Principal will liaise with the S.E.N.O. and the parents to ensure that the Early Intervention class is the most appropriate place for the child.
9. Parents will apply for admission to the Early Intervention classes on the School Application Form. Parents will also need to complete the NCSE (National Council for Special Education) application forms.
10. The Principal and the teacher in charge of the Early Intervention classes will meet with the parents and the child.
11. The enrolment of children in the Special Class will be within the remit of the Board of Management.
12. If the number of applications exceed the number of places available the places will be allocated on the following grounds
  - a. Siblings of pupils currently enrolled
  - b. Children of staff members
  - c. Children within the catchment area
  - d. Children outside the catchment area
13. Parents wishing to avail of school transport/taxi escort should fill in the NCSE application form for school transport. This form must be signed by the parents, Principal and the S.E.N.O. This needs to be arranged in advance of admission. School transport is not always guaranteed.

### Behaviour

It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's **Individual Education Plan**. All pupils including pupils with special needs and pupils without special needs are subject to the School Code of Behaviour and Health & Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the ASD class or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by

## St. Mary's CBS, Clonmel – Enrolment Policy

the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child.

### **Implementation date**

This policy will be implemented from 9.10.19

### **Timetable for review**

The policy will be reviewed in 3 years or if necessary, amended in line with changes in Policies or Guidelines from the relevant authorities

### **Ratification and Communication**

The BoM officially ratified the policy, following review on 9<sup>th</sup> October, 2019.

Signed: *Ita O'Brien* (Chairperson)

