

This enrolment policy is set out in accordance with the provisions of the Education Act 1998 and the Management Board of Scoil Mhuire trusts that by so doing parents will be assisted in relation to enrolment matters. Furthermore the Chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from the policy

ADDRESS:

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Scoil Mhuire, Beann Eadair,

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Howth,

Co. Dublin.

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Principal: Mr. John Chambers

Chairman: Mr. Joseph Kirwan
Board of Management

Howth Primary School is a Co-educational Catholic Primary school under the patronage of the Catholic Archbishop of the Dublin Archdiocese. As a Roman Catholic school, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith. The school caters for boys and girls from Junior Infants to Sixth Class.

The school is funded by and depends on the grants and teacher resources provided by the Department of Education & Skills and operates within the regulations laid down, from time to time, by the Department. School policy will have regard to the resources and funding available.

Our school follows the curricular programmes prescribed by the Department of Education & Skills which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Relationship to the characteristic spirit of the school

Howth Primary 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
No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances

- Parental choice in relation to enrolment subject to the criteria detailed below

- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

Procedures for Enrolment

Children will be enrolled on application subject to the conditions (see below) Enrolment Application forms may be obtained from the school. When completed these should be returned to Principal's or school secretary's Office by the final school day of January*. Places will be offered within a further two weeks from that date (Round One offers)

* Refers to January of the enrolment year.

If, for any reason, a child will not be availing of a school place parent/guardian should notify school principal at the earliest possible date.

Criteria for Enrolment

In the event of the number of children seeking enrolment in any given class exceeding the number of places available the following criteria will be used: (in priority order)

1. Brothers and sisters of children in the school. Catholic children of the parish (including children of Travellers Community resident within the parish).
2. Children of current school staff.
3. All children who live within the parish boundaries but are not Catholics are entitled to a place if there are vacancies after children from group 1 and Group 2 have been allocated places
4. Catholic children who live outside the parish boundaries and who do not have a place in a catholic school in their parish are entitled to a place if there are vacancies after children from 1, 2 and 3 have been allocated places
5. Children who are not Catholics and who live outside the parish boundaries are entitled to a place if there are vacancies after children from 1,2, 3 and 4 have been allocated places

In all cases where there is pressure for places children will be enrolled in age order.

Decisions in relation to applications for enrolment will be made by the Board of Management. The completion of an application form or the placement of a child's name on a list however early, does not confer an automatic right to a place in the school.

If relevant material in relation to a child's educational and / or care needs is not forwarded with the enrolment application, the application for enrolment will not be considered as being complete.

In relation to applications for the enrolment of a child with Special Needs the Board of Management may request a copy of the child's medical and/or psychological report or request that the child be urgently assessed.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. Children with special needs will be resourced in accordance with the level of resources provided by the Dept. of Education & Science to the Board of Management.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Howth Primary School (Scoil Mhuire) 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.

The BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind

- a) Size of available space in classrooms / health & safety factors/ number of classrooms etc.
- b) educational needs of children of a particular age
- c) multi-grade classes
- d) presence of children with special educational/behavioural needs
- e) overall number of children already enrolled in the school

In line with Section 29 of the Education Act, parents who are dissatisfied with an enrolment decision may appeal in writing to the Chairperson of the Board of Management.

Children enrolled in our school are required to co-operate with and support the School Code of Conduct, Behaviour and Discipline as well as other school policies.

The school will invite new parents to an information meeting during the final term of the preceding school year. An informal reception for all new parents will be hosted by the Parents Support Group on the first morning of the new school year.

Pupils Transferring

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another at any time of the year, either with the consent of the Minister or when the transfer is made because of a change in the ordinary residence of the child. This is subject to available space. When the application is made the Principal shall ascertain from the parent whether the pupil was previously enrolled in another National School and if so, should request the parent to obtain a certificate to that effect from the principal of the school which the pupil previously attended. An enrolment form is completed etc. and procedures outlined above are then followed. Information concerning the pupil's attendance and the child's educational progress should be obtained by the parents' prior to transfer.

Code of Behaviour

The school Code of Behaviour contains the procedures for Suspension and expulsion of pupils and parents can request a copy of this from the school secretary.

Medication

Parents are asked to inform the school **in writing** if their child suffers from any long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care to discharge the responsibility correctly. Parents contact the BOM **in writing** in relation to the administration of medication (Appendix A).

Retention Policy

The provision of a Special Needs Team and a range of other resources in the school provide considerable support for pupils with learning difficulties

from Junior Infants to Sixth Class. The level of provision available should enable pupils to make progress in keeping with their needs and abilities and to move consecutively through the different class levels in our school in keeping with their peers.

Regulations governing the retention of pupils in Primary Schools in outlined in the Department of Education Circular 11/01.

- The Primary School Curriculum is designed as an eight year course, including a two year infant cycle followed by six years in standards from first to sixth, with children progressing to the next grade at the end of each school year.
- The promotion of pupils to the next standard will normally take place at the beginning of the school year.
- The principal may, following consultation with the class teacher, Special Education Teachers and parents of the pupil, conclude that a pupil would benefit educationally by being retained for a second year in a class. A record outlining the educational basis for the decision to retain a child in class for a second year will be kept for any pupil so retained.
- No pupil will be held back for longer than one year throughout his/her national school career.
- Pupils who completed sixth class in another Primary School are not accepted for enrolment in our school.

Parental Issues:

- The Board of Management of Howth Primary School recognise that both parents of each child have equal status/rights in all matters relating to the child's education and status at school unless and until we are in receipt of copies of legal documents which determine otherwise.
- Where a 'surname' is a matter of dispute between parents the Board of Management will recommend the double-barrel format. If this should prove unacceptable the surname of the child as per the Birth Certificate will be used.

Success Criteria

The effectiveness of the policy will be assessed by ongoing communication with staff/parents/Board of Management /outside agencies

Timeframe for Implementation

This revised policy was first implemented in December 2009 and has been reviewed on a regular basis

The original policy was ratified by the Board of Management, Howth Primary School (Scoil Mhuire) N.S. Howth, 18080A ON 10/09/2004

Chairperson, Board of Management

Date: 10/09/2004

Reviewed: 07/03/2005

Reviewed: 15/10/2009

Reviewed: 14/06/2010

Reviewed: 20/03/2012

Reviewed: 07/04/2014

Reviewed: 06/10/2014

Reviewed: 30/05/2016

Howth Primary School
Scoil Mhuire Beann Eadair
Co. Dublin
Roll No: 18080A



Enrolment Policy

Howth Primary School 18080A
Scoil Mhuire Beann Eadair
Ar aghaidh le chéile
Administration of Medication Policy
INDEMNITY

This INDEMNITY made the Day of 20.....

Between(lawful father and mother of :

.....

Of:.....
(hereinafter called “the parents”) of the One Part

And

.....
For and behalf of the Board of Management of:

.....

in the County of:
(hereinafter called “the Board”) of the Other Part

Whereas:

1. The parents are respectively the lawful father and mother of:

.....
a pupil of the above school

2. The pupil suffers on an ongoing basis from the condition known as:

.....
3. This pupil may require the administration of medicine, viz.

.....

4. We the parents hereby authorise the administration of the above medication by the said pupil’s classroom teacher and/or such member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the

lawful father and mother respectively of the said pupil **HEREBY GRANT** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality, the said pupil's class teacher and/or such members of the said school as may be designated from time to time by the Board from and against all claims, both present and future, arising from the administration or failure to administer the said medicines

Signed by the above named parent(s):

.....

Signed for and on behalf of the Board of Management:

Witness Signature: