

Scoil Mhuire, Davidstown

Roll No. 18010C

Admissions and Participation Policy

This Policy was drawn up in line with Section 15(2d) of the Education Act 1998. It was presented to the staff for discussion and to the Parents Association.

Aims of Policy

- To identify the characteristic spirit of the school
- To clarify the procedures for enrolment
- To ensure that the rights of parents to send their children to a school of their choice are respected
- To ensure the admission and participation of children with special needs
- To clarify the policy in relation to suspension and expulsion

Characteristic Spirit

Davidstown Primary School is a Roman Catholic co-educational school under the patronage of the Bishop of Ferns.

As a Roman Catholic School, the school aims at promoting the full and harmonious development of all pupils cognitive, 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.

Religious education for pupils is provided 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 operates under the Rules for National Schools and Departmental Circulars and is funded by grants. Staff are resourced by the Department of Education and Skills. The school is subject to the Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) equality law and all other relevant legislation. The school follows the curricular programmes laid down by the Department of Education and Skills, adapted to suit the needs of individual pupils where appropriate.

Pupils are catered for from Infants to Sixth Class – normally ages 4 – 12. No pupil is refused admission for reasons of gender, family status, sexual orientation, religion, disability, race and membership of the Traveller community.

Children of other faiths or no faith

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeate the day, pupils of other faiths, or none, will not be required to attend formal religious instruction classes nor to attend specifically Catholic liturgies. As far as possible suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Procedures for Enrolment:

- A child may be enrolled in a National School following the fourth anniversary of birth. – Rule 64, Rules for National Schools.
- Normally enrolment takes place at the beginning of the school year
- Enrolments outside this time will be discussed with the Principal
- Parents can obtain a copy of the application form from the school office
- The form will be returned to the school with evidence of date of birth such as Birth Certificate and Baptismal Certificate (where applicable). A meeting will then be arranged with the Principal.
- 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.
- Enrolment of Children with Special Needs:
- Children with Special Needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.
- Where possible parents are requested to furnish a copy of the child's medical and/or psychological report when making the application for enrolment. This will assist the school in establishing the educational and training needs of the pupil and to profile the support services required.
- Where a child has special needs, it is advised that relevant up to date material be returned with the application form such as:

- Psychological assessment
 - Speech and Language assessment
 - Occupational Therapy assessment
 - Psychiatric assessment
 - Report from previous school/pre-school
 - a medical history/report in so far as it relates to the special needs of the student;
 - Any other relevant material in order to ensure support for the pupil
- Where such reports are not available the Board will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required.
 - Where further resources are required, the Board requests the Department of Education & Skills through the SENO to provide the resources required to meet the needs of the child as outlined in the psychological, medical or other report.
 - Where the Board deems that further resources are required, it will, prior to enrolment, request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/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 principal and relevant teachers will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting these needs. Reasonable accommodation will be considered and made in relation to the child's needs.
 - Notwithstanding the availability of resources for children with special needs, parents who are not satisfied with the level of educational 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 needs.
 - The Principal will meet with the parents of the child before the child's official enrolment to discuss the child's needs. If necessary, a full case conference involving all parties will be held – Parent(s)/Guardians, Principal, Psychologist, Speech Therapist, OT, SEN co-ordinator. Reports received will be considered.

- Parents will be informed in writing of the outcome of the application no later than 21 days after the completed application has been received. Where the school **reasonably** requires further information, the application will not be considered complete until the information identified is received.
- If the applications exceed the vacancies in the school the following criteria will be used
 - Sisters/brothers of pupils already in the school
 - Catholic children living within the parish boundary
 - Catholic children living outside the parish boundary who do not have a Catholic school in their Parish
 - Other children living within the parish boundary
 - Other children living outside the parish boundary
- Where there are more applicants within any category than spaces available, priority will be given to children within that category in order of age, starting with the oldest.
- Any child who is four years before the first day of the academic year and who applies for a place is entitled to be enrolled if there are places available in the school after the groups from 1-5 have been allocated places.

In rare and exceptional cases the Board of Management reserves the right to refuse enrolment if

- The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the child with an appropriate education **or**
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property

Appeals Procedure

In line with section 28 of the Education Act 1998, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal 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 & Science under Section 29 of the Education Act on the official form provided by the Department. Appeal forms will be provided by the school. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Pupils enrolled in Davidstown Primary are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child co-operates with these policies in an age-appropriate way.

Code of Behaviour

All pupils who are enrolled in Davidstown Primary School are required to co-operate with and support the school's Code of Behaviour and Anti Bullying Policy in accordance with Section 24(4) of the Education Welfare Act 2000 as well as all other policies on curriculum, organisation and procedures and practices. The Board of Management places parents/guardians responsible for ensuring that their child/children will co-operate with the said policies in an age appropriate way. Code of Behaviour and Anti Bullying Policy appended.

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