**Enrolment/Admissions Policy 2017**

Scoil Mhuire Naofa is a Roman Catholic School which 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 with other people. 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 and

· Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

The School operates within the context and parameters of

* Department regulations and programmes,
* the religious and education philosophy and the rights of the patron as set out in the Education Act (1998),
* and the funding and resources available,

**Section A**

**Application Procedures**

A.1

Parents who express an interest in enrolling must complete a form called an “Expression of Interest in Enrolment Form”. This expression of Interest form, along with school policies and information are available on the school website, www.carrigtwohill.com

A.2

The Board of Management will each year set a closing date for the receipt of Application Forms for parents/guardians seeking to enrol their children for the following school year. The Application Form and Parental Permission Form will be sent via post to those who have submitted an Expression of Interest in enrolment form. Applications must be completed and returned to the school by the designated date. The school will make contact if there is a problem with any Application Forms.

A.3

Only in exceptional circumstances shall an application be accepted after the closing date. The Board of Management shall at its sole discretion acting fairly determine whether the circumstances are, in fact, exceptional.

A.4

In the event of an excess of applicants for the number of places available, applications will be considered on the basis of the priorities listed below, taking gender balance into account. If, when any particular one of the categories below is reached, the full quota of available places would be exceeded if all qualified applicants within that category were accepted. The final places will be filled according to age with priority being given to the eldest, involving all the qualified applications within that category. The remaining applications in that category will be placed on a “waiting list”. Applications in the next category will not be considered until all qualified applicants on the waiting list from the preceding category have been accommodated.

* Children living within the parish who are siblings of children currently enrolled in Scoil Mhuire Naofa.
* Children living outside the parish who are siblings of children currently enrolled in Scoil Mhuire Naofa.
* Other children living within the Parish of Carrigtwohill.
* Children living outside the parish who are siblings of past pupils of Scoil Mhuire Naofa.
* Children of current and past members of Staff of Scoil Mhuire Naofa.
* Children of past pupils of Scoil Mhuire Naofa.
* Other children living outside the parish of Carrigtwohill.

**Section B**

**Decision Making**

B.1

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the school’s enrolment policy. The Board will notify parents of their decision within 21 days of the closing date for receipt of application form.

B.2

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Mhuire Naofa 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. Assisting the school in such circumstances, the BOM reserves the right to determine from time to time the maximum number of children in the school and in each separate classroom bearing in mind:

1. size of / available space in classrooms/ play areas
2. health and safety considerations relating to pupils and staff
3. educational needs of children of a particular age
4. multi-grade classes
5. presence of children with special educational/ behavioural needs
6. DES class average directives
7. Resources available

**Section C**

**Code of Behaviour**

Children enrolled in our school are required to co-operate with and support the School/ Board of Management’s Code of Behaviour & Discipline, Anti Bullying Policy and School Rules as well as all other policies on curriculum, organisation, & management. The BOM holds Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

**As a condition of enrolment parents are asked to confirm that they will accept and support the Ethos of the School, the Code of Behaviour & Discipline, Anti Bullying Policy and School Rules.**

**Appeal**

Under section 29 of the Education Act 1998, parents/ guardians of students who have been refused admission have the right to appeal such a refusal by the Board of Management to the Secretary General, Department of Education and Science.

Appeals must be lodged within 42 days of having been informed of such refusal.