

St. Mary's N.S.
Church Street, Templemore, Co. Tipperary. E41 F596

Enrolment Policy

Introduction

We are writing this document to clarify policy and procedure regarding our Enrolment Policy and to inform the teaching staff, board of management and parents of our school of these procedures.

Those intending to apply for enrolment in St. Mary's National School should contact the school and request a copy of the Request Form (Appendix A). The Enrolment Policy, Ethos Statement and the Code of Behaviour together with a covering letter (Appendix B) will be furnished to each applicant. (To view a copy of both the Ethos Statement and the Code of Behaviour please refer to the relevant sections of the School Plan). Both the Request Form and the Code of Behaviour must be signed and returned to the school. If the intention is to enrol a child in less than 21 days, then an Application Form may be requested, but noting what follows.

- Those who have returned the Request Form will be sent an Application Form (Appendix C) in January/March of the year of enrolment in the school.
- All applications for places in the school shall be submitted on the approved Application Form to the school Principal.
- The closing date for return of such completed Application Forms is the end of March.
- Only those forms that have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management.
- Completion of the 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 4th birthday (or older if applicable) by 1st September in the year of enrolment.
- The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of complete Application Forms.
- The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:
 - ~The number of places available in the school which in turn involves but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the deployment of teachers and the resources of the school
 - ~The religious denomination of the child
 - ~The place of residence of the child
- Siblings of pupils already in the school are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to the siblings of pupils already enrolled in the school who belong in that category only.
- Catchment is defined by parish boundaries (where boundaries are unclear in exceptional circumstances catchment may be defined simply by proximity to the school or, in the case of an amalgamated school, access to a school transport scheme).

- Waiting lists do not carry forward to subsequent years where a child has not been allocated a place.
- The Board of Management may seek further clarification from applicants before making a decision.
- All applicants should be informed, in writing, of the Board's decision within a specified time period (namely 21 days). Please refer to Appendix D for a copy of this letter.
- A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.
- Unsuccessful applicants may also appeal the decision of the Board under Section 29(1)(C) of the Education Act 1998.
- St. Mary's National School is a Church of Ireland school. Priority for places is therefore given in the following order:
 - ~Church of Ireland parishioners of Templemore parish
 - ~Church of Ireland parishioners of Templemore, Thurles and Kilfithmone parishes
 - ~Children who are members of Protestant Reformed or Orthodox Churches and are living within the parishes list at (a) and (b) above
 - ~Children of interchurch families, living within the parishes listed at (a) and (b) parents/guardians express a wish to have their child educated specifically within a Church of Ireland ethos
 - ~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
 - ~Children of other faiths or none

Where oversubscription occurs in any category above, siblings within such category will be those given priority, but, in any event, places in this category will be allocated using a lottery system, names drawn from a box by Chairperson witnessed by the other members of the Board of Management. Those children in this category that are not successful in achieving a place will have their names placed on a waiting list in the order in which such names were drawn. Applicants will be informed of their place on the waiting list as it applies in their particular category.

The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.

Commencing in St. Mary's N.S.

Following the offer of a place in the school the child's parents/guardians will receive these forms to complete and return to the school prior to the commencement date for their child in St. Mary's N.S.:

- School Starter Form
- Medical Information Form
- Stay Safe Consent Form
- RSE Consent Form
- Internet Permission
- Photograph Permission

A copy of each of these forms is available in Appendix E at the back of this document.

Parents and guardians also receive the school's 'Healthy Eating Policy (To view a copy please refer to the 'Healthy Eating' section of the School Plan), a booklist (To view a copy please refer to the 'Booklist' section of the School Plan) and an Information Booklet (To view a copy please refer to the 'Information Booklet' section of the School Plan).

New Junior Infants receive an invitation to visit the school with their parents to meet their peers and teacher for an afternoon. They are also invited to spend the last day of the Summer Term in our school. A sample of the invitation is available in Appendix F.

Implementation/Review

Roles and Responsibilities

- The principal will ensure that time is allocated on a biannual basis to review the policy as a staff.
- This policy will be reviewed by Representatives of the Patron, the Board of Management, parents and teachers on a biannual basis.

Communication

- A copy will be held available for parents, on request.
- All staff will be given a completed copy.
- The school plan forms part of the induction material for teaching staff.

Review and Evaluation:

This policy will be reviewed during the school year commencing September 2020.

Policy Ratified on: _____

Signed by: _____

(Chairperson)