

## ADMISSIONS POLICY

The Board of Management of An Mhodscoil sets out below its policy of Admissions in accordance with the provision of the Education Act, 1998.

An Mhodscoil depends on the grants and teacher resources provided by the Department of Education and Skills (DES) and it operates within the regulations laid down, from time to time, by the Department. All our school policies must have regard to the funding and resources made available to the school. Our school follows the curricular programmes prescribed by the DES which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of An Mhodscoil is also responsible to respect the rights of the existing school community and in particular, the children already enrolled.

To facilitate fluctuations in enrolment throughout the year and to guarantee retention of staff a range of 650 pupils will be enrolled, if physical space is available. 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 Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. size of / available space in classroom
- b. educational needs of children of a particular age
- c. multi-grade classes
- d. DES maximum class average directives (currently a maximum average of 27 children)

### **Application Procedures:**

An Mhodscoil follows these procedures for enrolment of Junior Infants in our school.

- Parents are requested to complete an Application Form, available from the school office and on-line.
- Parents are informed of the need for early enrolment through
  - Informing pupils already in the school
  - Notice displayed in the school
- An induction day for parents of Junior Infant parents will be held in May where school uniform, books, Code of Behaviour, other policies etc. will be discussed.
- The Principal and Junior Infant teacher meet with the parent(s)/guardian
- The school encourages the parent/guardian to have the children accompany them to meet the class teacher and become familiar with their new environment
- All children are required to present a birth certificate and PPS number
- Parents fill in consent forms for School trips, Relationships and Sexuality Education (RSE), forwarding child details to Health Board for immunisation purposes, work/photo on school website etc.

### **Decision Making:**

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy. As a general principle, and in so far as is practicable having regard to the school's enrolment policy, the children shall be enrolled on a 'first come first served' basis, providing there is space available.

**An Mhodscoil is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his birth. (Rule 64.1)**

## **Enrolment Policy:**

Criteria used in decision making in relation to enrolment are:

1. Brothers and sisters of pupils of An Mhodhscoil
2. Children of Model School staff
3. Children from all-Irish schools whose parents are re-locating to Limerick
4. Maximum 5 places reserved for minority religions
5. All other applicants on a 'first come- first served' basis

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1. November      First Round Offers
  2. December:      Letter of Confirmation from parents who have been offered places re their acceptance of same.
  3. February:      Any unfilled places will be offered.
  4. May:              Any unfilled places still remaining after the 'Welcome Meeting' in May will be offered.

In accordance with the Educational Welfare Act 2000, the BOM will notify parents of their decision within twenty-one days of receiving the information as prescribed by the Minister of Education and Science under this Act.

### **Admission Day**

Junior Infant pupils are encouraged to attend school from the first school day in September of the new school year. Admission to the Junior Infant class takes place once a year – the month of September except when a child is transferring from another school.

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

In relation to the enrolment of children with special needs, the Board of Management of An Mhodhscoil may request a copy of the child's medical and/or psychological report. There will be a meeting between the school, parents and professionals involved in drawing up the medical and/or psychological report.

This meeting is required to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required. Where the Board deems that further resources are required, it will, as soon as possible, request the NCSE/DES 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: teacher for special needs, special needs assistant, specialised equipment for furniture, transport services or other.

### **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 also subject to school policy and available space up to 2nd class. From 3<sup>rd</sup> Class upwards when the application is made the Principal shall ascertain from the parent whether the pupil was previously enrolled in another Gaelscoil or Modh Scoil, 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 communicated between the schools.

### **Code of Behaviour and Rewards & Sanctions Policies:**

An Mhodhscoil, Bealach Uí Chonail, Luimneach

The school Code of Behaviour and Rewards & Sanctions Policies contain the procedures for Suspension and expulsion of pupils and parents can request a copies of these 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, except for Anipen/Epipen. 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].

*This Policy will be reviewed and updated each February by the Board of Management*

In registering children in An Mhodhscoil parents are expected to support teachers in following the policies, procedures and ethos of the school.

**Acceptance of a place in An Mhodhscoil is conditional on acceptance of all DES and Modhscoil policies.**

A copy of all Modhscoil policies and procedures is available on the school website [www.modelschool.ie /](http://www.modelschool.ie/)  
[www.modhscoil.ie](http://www.modhscoil.ie)

A hard copy of the policies can also be supplied on request (in writing) to the school office.

Parents are informed at the start of every school year that they may receive a copy of all policies and procedures if they so wish.