

Scoil Mhuire

Gowran
Co. Kilkenny

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SCHOOL ADMISSIONS POLICY

Introduction:

The Board of Management of Gowran N.S. is setting out, in this statement, the policy of the school, in regard to enrolment and admission of children to the school, in accordance with the provisions of the Education Act, 1998.

The Board trusts that this statement of policy will be of assistance to parents and guardians in relation to enrolment and admission matters.

The Board also wishes to state that the Chairman and the Principal of the school will be willing to clarify any matters arising from this policy statement.

The school profile. Scoil Mhuire is a Catholic Primary school, which caters for boys and girls from Junior Infants to 6th class. It operates under the patronage of the Diocese of Ossory.

As such it expresses its spirit and ethos through practices, belief and attitudes which are rooted in this tradition. Notwithstanding our ethos, we welcome children of every tradition while respecting the rights of the existing school community and the children already enrolled.

The school is managed by the Board of Management and operates within the guidelines and regulations set down from time to time by the Dept. of Education and Skills (DES). The school depends on funding provided by annual grants and resources received from DES and school policy must have regard to the resources and funding available.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the NCCA in conjunction with DES. This is subject to amendment by DES, in accordance with section 9 and 30 of the Education Act (1998).

Within this context, the school supports the following underlying principles:

Inclusiveness, especially with reference to the enrolment of pupils with special educational needs.

Equality of access and participation in the school.

Parental Choice: in relation to selection of school, having regard for the characteristic spirit of that school.

Respect for Diversity. The school respects diversity of traditions, values, beliefs, language and way of life.

The ethos of the school.

The school recognises the central role of the family as the primary educator of the child. The school also accepts and supports the constitutional right and duty of the parents to provide for the religious, moral, intellectual, physical and social education of their children.

The school aims to provide the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students, with the resources available to us. The focus of the school philosophy is the education of the whole child to reach his/her full potential. We show special concern for the disadvantaged, respecting the dignity and uniqueness of each person. Our school upholds the values and principles of a Christian education in the Catholic tradition. Working together as a school community, the Board of Management, principal, staff, parents and pupils will strive to provide an environment, which will allow all students to develop to their maximum potential and fulfil their role in society.

Our mission statement.

Our school is committed to the full and proper development of all aspects of the individual pupil, for personal and family life, for working life, for living in the community and for leisure. We are committed to providing the best possible environment to facilitate this development.

School Resources.

The financial resources of the school are provided by a combination of DES grants, capitation grants, voluntary contributions and fund-raising. The teaching resources are provided by the DES teacher allocation.

The implementation of the school's admission policy must have due regard to the financial and teaching resources of the school.

School details

School Principal: Mrs. Clare Hanrick

Deputy Principal: Mrs Olivia O' Keeffe

The school has a teaching staff of ten class teachers and a support team of two fulltime teachers and one part-time teacher. The class groupings vary from year to year and are dictated by the number of teachers in the school set against the number of pupils.

Opening Times: 9.20am –3.00pm.:

The School Calendar: The school calendar is drawn up at the beginning of each school year. Parents or guardians will be supplied with a copy of the calendar. If the calendar has to be adjusted for any reason, parents or guardians will be informed as early as possible.

Extra-curricular activities: The school provides a wide range of artistic, sporting, social and cultural activities, which helps to develop the talents of the pupils. This provides them with the ability and confidence to be involved in various activities in later life. Development through team games is greatly encouraged in the school.

Parent-Teacher Meetings:

Formal Parent-Teacher meetings are held once a year in November. Parents or guardians will receive prior notice of the meetings. These meetings will be held after school time on two consecutive evenings. All parents/guardians are strongly urged to attend, in the best interest of the child.

School Functions: Parents or guardians are welcome to attend at special functions, including, the annual School Sports ,the annual School Mass, Catholic Schools' Week activities, Christmas Celebrations, Irish Dancing displays, Sixth Class Farewell Night, Book Fairs and all school matches.

Fund-Raising: It is necessary for the school to arrange fund-raising events to supplement funding from the Department of Education and Skills and other official grants, in order to maintain a high level of service to the needs of our pupils. Parents and guardians are therefore urged to support all our fund-raising efforts, which include the annual Sponsored Walk. The Parent Association strongly supports the work of the school through fundraising activities also.

ADMISSIONS PROCEDURES

Application for admission : Junior Infants

- Junior Infants should be 4 years of age by 1st February in the year of entry. Applicants who are 4 years of age by 31st of August will only be considered if places are available and will be placed on a waiting list in order of age.
- Application for enrolment in the school is made by completing the school's application form, and returning it to the school office.
- The application form is available from the school office and on the website.
- The completed application form is accompanied by a baptismal certificate if the parent requires the child to receive the sacraments.
- Applications for enrolment for the next school year are made by the end of November of the preceding school year in order to plan for accommodation.
- The Board will inform the school community of the procedure for application, through appropriate channels: parish and school newsletters, church announcements, notices in local shops.
- **Completion of the application form is not a guarantee of enrolment.**
- The school makes provision for late applications. These will be placed on a waiting list and will be considered on a case by case basis by the Board of Management.

Enrolment :

Except in exceptional circumstances, children will be enrolled on application.

Successful applicants will be informed, in writing, of their acceptance in February of the year they are commencing school.

Successful applicants may be asked to attend at the school on a given date, for the purpose of assessment, in order to identify, and plan for, the educational needs of the pupils.

Successful applicants, parents and guardians will be invited to an induction day in the school, usually in May/ June.

Excess Applications :

Should the number of children seeking to be enrolled exceed the space and staffing available, the following priority listing will apply:

1. Brothers and sisters of children already enrolled or have been in the past.
2. Children who reside within the parish boundaries.
3. Children of staff members.
4. Children whose home address is closest to the school if the child is resident outside the parish.

The criteria are listed in order of priority. When spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritisation

proceeds until all places have been allocated. If the class is over subscribed on the basis of any criterion, then places will be allocated on the basis of age within that criterion, starting with the oldest applicant.

Transfer of pupils from other schools :

Pupils from other schools may transfer into the school at any time subject to the school's admission policy. Information regarding educational progress and attendance at the previous school will be requested. However, enrolment of children during the school year will depend on the availability of places in the requested class. The decision to enrol is at the discretion of the Board of Management, which will be mindful of the following:

- Health and safety concerns regarding staff and children
- The physical space in each classroom
- Multigrade classes
- The educational needs of children already enrolled in that class
- DES maximum class average directives

If transferring from another school, the principal of Gowran N.S. may contact the principal of the other school prior to the offering of a place.

Enrolment of children with special needs:

Children with special needs will be resourced in accordance with the level of resources provided by DES to the school. Parents should satisfy themselves that our facilities cater for their needs prior to enrolling in the school.

The school aims to identify at an early stage any applicant for admission who has special needs and to become familiar with the specific needs of the child. The Board may request a copy of the child's medical and/or psychological report or, where such a report is not available, to request that the child be assessed immediately in order to determine the educational and training needs of the child relevant to his/her disability and to profile the support services required.

On receipt of the report, the Board will assess how the school could meet the needs specified in the report. The school will meet the parents to discuss the needs of the child and capability of the school to meet those needs. If necessary, consultation will be sought with other professionals who are familiar with the child's needs. Application may be made to the Special Education Needs Organiser for additional resources if appropriate.

Decision-making Process :

Decisions in relation to admissions are made by the Board of Management, in accordance with school Admissions Policy.

The Board will have regard for the relevant conditions prescribed by the DES concerning class size, staffing provisions, accommodation, physical space, health and welfare of children and eligibility for admission. Consequently, the Board reserves the right to determine the maximum number of children in each class.

No child is refused admission on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances provided the necessary supports are in place in the school.

The Board reserves the right to refuse an application for admission, in exceptional circumstances, as stated in the Education Act of 1998, (Section 29) if, in the opinion of the BOM, there is evidence of an unacceptable risk to other pupils, school staff or school property, or if the applicant has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the applicant with an appropriate education.

The right of appeal :

Parents or guardians have the right to appeal a refusal by the Board to admit their child.

The Board's decision will be given in writing and the reason for the refusal will be clearly stated.

The parents or guardians will be informed of their right to appeal the decision, and will be supplied with the Appeals Application Form. (Circular 22/02)

The school must be informed in writing of the decision to appeal.

Documentation :

At the first meeting in May, parents are provided with an information pack containing relevant school policies, consent forms and useful information to enable the child make a successful transition to primary school. The consent forms are returned signed at the second meeting.

Children enrolled in Gowran N.S. are expected to comply with and support the Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management. The BOM places responsibility with parents/ guardians for ensuring that their child/ children co-operate with these policies in an age-appropriate way.

These policy statements can be accessed on the school website (www.gowranns.ie) or in the school office on request.

This document states the Admissions Policy of our school at the present time. It will be reviewed regularly and may be subject to adjustments and changes in the future. Such changes and adjustments will be contained in an updated version of the school's Admissions Policy.

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____

