



Enrolment Policy

**Scoil Naomh Eoin, Clonmagadden Valley, Navan, Co. Meath.
Roll No. 20180Q**

The Admission Policy of Scoil Naomh Eoin is in accordance with the provision of the Education Act 1998, the Education Welfare Act 200, the relevant Health and Safety legislation, and Equality legislation. The Board of management trusts that it will be helpful to parents in relation to enrolment matters. The Chairperson of the B.O.M. and the Principal will be happy to clarify matters arising from the policy.

The school serves the people of St Mary's Parish Navan. It is a Catholic school that has been established with the Minister of Education and Science having as its patron the most Reverend Michael Smith, Bishop of Meath. It aims at promoting to full harmonious development of all aspects of the person of the pupil – intellectual, physical, cultural, moral and spiritual, including having a living relationship with God and other people. Scoil Naomh Eoin is a co-educational school and caters for classes from Junior Infants up to and including Sixth Class.

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

As a general principle and in so far as is practicable, children will be enrolled on application, provided that criteria are adhered to.

Procedures and criteria

1. Application procedure

Parents who wish to enrol pupils in Junior Infants should contact the school during Parish Enrolment Week (where applicable), which will be announced in the Parish church bulletin.

2. Provision of information by Parents

When enrolling children, parents will be asked to complete an enrolment application form providing specific helpful details about the child.

3. Decision making

Scoil Naomh Eoin Principal: Mr. Enda Lydon Deputy Principal: Ms. Leona Murtagh
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Decisions in relation to application for enrolment are made by the B.O.M. of the school in accordance with school policy.

On accepting a place in our school, it is deemed that our code of discipline (Discipline for Learning Policy – DFL) and all other policies are adhered to.

While recognising the rights of parents to enrol their child in the school of their choice, the BOM of Scoil Naomh Eoin reserves the right to determine the criteria used to allocate admissions. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all of the children.

Scoil Naomh Eoin depends on the grants and resources provided by the Department of Education and Science. It operates within the regulations laid down from time to time by the Department and has regard to the resources and funding available. Scoil Naomh Eoin follows the curricular programmes currently prescribed by the DES.

Criteria

Consideration of pupil numbers throughout the school can determine if we have single stream classes or multigrade. We have a separate policy on class allocation.

Scoil Naomh Eoin will abide by rules set out by the Bishop in relation to the capacity of our school and in relation to the maximum number of Junior Infants allowed to enrol each year.

At present we are allowed to take in a maximum of 54 Junior Infants. The school capacity is not to exceed 420 children. Allocation of places will be on a first come first served basis except where

- Sisters and brothers are already enrolled in the school
- Children of current staff members including ancillary staff.

Enrolment of Junior Infants

Admission of Junior Infants normally takes place in the Autumn on the first day of the new school year. If a child is not four years of age before 1 September, then he/she cannot be enrolled.

Appeals

Scoil Naomh Eoin

Principal: Mr. Enda Lydon
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Deputy Principal: Ms. Leona Murtagh

- Parents who are unhappy with an enrolment decision may appeal to the BOM. 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 final refusal.
- If unhappy with the outcome of this appeal, they may then appeal to the Department of Education and Science on the official form provided by this Department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

Exceptional Circumstances

The school reserves the right to refuse enrolment to any pupil in exceptional cases, for example, such an exception case can arise where either

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

The parents of any pupil who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the education Act 1998, and, in such circumstances should be advised in writing of their entitlement to such an appeal.

Review of Policy

Boards of Management have the right to review and propose amendments to this enrolment policy. Amendments proposed require the Patron's approval before they become operative.

General Guidelines

In discussing admissions/enrolment policy, Board of Management is advised to consult Catholic Primary School Managers Association handbook