

## **Enrolment Policy**

### **Mullaghbuoy NS**

Mullaghbuoy N.S. is a co-educational primary school under the patronage of the Catholic Archbishop of Armagh. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are three full time teachers, including the principal and two shared learning support teachers. The school caters for the full range of classes from Junior Infants to Sixth class.

Children enrolled in Mullaghbuoy N.S. are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school code of Behaviour and policy.

Mullaghbuoy N.S. operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Science. The school is subject The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Mullaghbuoy N.S. follows the curricular programmes laid down by the Department of Education and Science.

#### **Application Procedure**

The Board of Management will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, parents letters, school website to outline the application for enrolment procedures.

Parents seeking to enrol their child(ren) in Mullaghbuoy N.S. should return a completed enrolment application form (available in the office) with an original birth/adoption certificate to the school by **1<sup>st</sup> May** each year.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of the parents to enrol their child in the school of their choice, The Board of Management may request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The school will meet with the parents of the child with special needs to discuss the school's suitability for the child. If necessary a full case conference may be called including parents,

class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Department of Education and Science to meet the needs specified in the psychological and medical report.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

### **Appeals Procedure**

Parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It 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 refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 24 days of receipt of the refusal from the school to enrol.