



## Meenkilly National School

### Enrolment Policy

#### Section 1: General Information

##### Introduction

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson's name of the Board of Management *Fr. Tony Mullins, Meenkilly National School, Abbeyfeale*, and the principal teacher, *Kelley Ní Airtnéada Meenkilly National School, 068 31631, [meenkillyns@gmail.com](mailto:meenkillyns@gmail.com)* will be happy to clarify any further matters arising from the policy.

*Meenkilly National School* operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

<b><i>School Name:</i></b>	Meenkilly National School
<b><i>School Roll Number:</i></b>	16239B
<b><i>School Address:</i></b>	Abbeyfeale, Co. Limerick. V94 CXH1
<b><i>Telephone No.:</i></b>	068 31631
<b><i>Denominational Character:</i></b>	Catholic

**Name of Patron:** Very Rev. Tony Mullins

**Total No. of Teachers:** 5

**Range of Classes Taught:** Junior Infants to 6<sup>th</sup> Class

**Gender Orientation of School:** Mixed

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- equality of access and participation in the school;
- parental choice in relation to enrolment; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

The B.O.M. hereby states that parents who wish to enroll pupils in the school may apply to do so by

1. visiting the school to obtain an enrolment application form.
2. contacting the school by letter, phone or email to communicate whether the school is accepting enrolment application.

3. form to be submitted to the school by closing date for receipt of form, which is 31<sup>st</sup> March.
4. forms must be returned to school by closing date for receipt of applications 31<sup>st</sup> March.

### **Provision of Key Information by Parents/Guardians**

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained by contacting the school. The completed application form must be returned to school by closing date for receipt of application 31<sup>st</sup> March.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. On completing this form, please enclose a copy of your child's birth certificate. The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

An Emergency Contact Form (Appendix 3) will also accompany the letter of offer that will be sent to parents/guardians of successful applications. This form must be returned to the school along with the Enrolment and Registration form within the timeline specified in the letter of offer.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

### **Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for receipt of applications.

The Board will have regard for relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Department of Education and Skills' *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enroll in Meenkilly National School must have reached the age of 4 years by August 31<sup>st</sup> of the year they will commence school.

Criteria to be used in event of over subscription should be stated:

1. applications with siblings currently enrolled in the school (including stepsiblings, resident at the same address), (Priority Eldest)
2. children residing within the Parish, (Priority Eldest)
3. children of staff members, Priority Eldest
4. random selection (independently verified)

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Health and Safety.

### **Admission Day/Date**

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30<sup>th</sup> September.

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

On enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

## **Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. It will be a condition of enrolment that all information on child's attendance and education progress be made available to the principal of Meenkilly National School.

Such applications will be reviewed on a case-by-case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

## **Code of Behaviour**

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

## **SECTION 3: APPEALS**

The Board of Management of Meenkilly National School in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at [www.education.ie](http://www.education.ie)

#### **SECTION 4: EXCEPTIONAL CASES**

The Board of Management of Meenkilly National School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

## SECTION 5: POLICY APPROVAL/RATIFICATION

The policy was ratified by the Board of Management of Meenkilly National School in December 2021.

Signed: \_\_\_\_\_ Chairperson, Board of Management

Signed: \_\_\_\_\_ Principal

Date: \_\_\_\_\_

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



## APPENDIX (1)

### Enrolment Application Form

#### Meenkilly National School

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address (at which the applicant resides):

\_\_\_\_\_

\_\_\_\_\_ Eircode: \_\_\_\_\_

Name and class of Sibling(s) currently enrolled: \_\_\_\_\_

Parish in which the applicant resides: \_\_\_\_\_

#### *Parent(s)/Guardian(s) Details:*

Name (1): \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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Name (2): \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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Signature (1): \_\_\_\_\_ Signature (2): \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications form must be returned to **Meenkilly National School, Abbeyfeale, Co. Limerick. V94 CXH1**

## APPENDIX (2)

### Enrolment Registration Form

Your child has been enrolled in Meenkilly National School on \_\_\_\_\_.  
Please complete this Enrolment Registration Form and return to the school.

## Meenkilly National School

### ENROLMENT REGISTRATION FORM

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

PPS No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address (at which the applicant resides) \_\_\_\_\_

\_\_\_\_\_ Eircode: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Doctor's Telephone No: \_\_\_\_\_

#### Contact Numbers (in case of emergency)

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Religion: \_\_\_\_\_

1. Any health problems of which teachers should be aware?

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2. Any condition that requires medication including epilepsy, asthma/hay-fever?

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3. Any allergies including nut allergy?

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4. Any Special Needs of which the school should be aware?

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**If you answered yes to questions 1, 2, 3/4 please contact the school for relevant forms.**

Is your child accessing any therapy services e.g. Speech and Language Therapy, Physiotherapy, occupational therapy or other?

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## Internet Permission Form

Name of Pupil(s): \_\_\_\_\_

Class(es): \_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for

\_\_\_\_\_

(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety. For further information see the "webwire" link on our school website.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_

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### School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**APPENDIX (3)****Emergency Contact Numbers:****Child's Name:** \_\_\_\_\_**Emergency Contact Numbers:**

We make every effort to ensure the safety of your child: we may need to contact you in the event of an accident or an unexpected closing.

Alternative Contact Numbers (not your own) Please let us know if this person is a relation, minder, friend of family etc.

<p>1. Name: _____  Relationship to child: _____</p>	<p>Phone no: _____  Address: _____ _____</p>
<p>2. Name: _____  Relationship to child: _____</p>	<p>Phone no: _____  Address: _____ _____</p>
<p>3. Name: _____  Relationship to Child: _____</p>	<p>Phone no: _____  Address: _____ _____</p>
<p>4. Name: _____  Relationship to child: _____</p>	<p>Phone no: _____  Address: _____ _____</p>

<p>If there are any orders or other arrangement in place governing access to or custody of the child, please provide details:</p>	
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<p>Should any of these numbers change while your child is attending this school, please inform us immediately.</p>	

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Should any of these numbers change while your child is attending this school, please inform us immediately.

**Medical/Educational**

Medical conditions we should know about - please tick.

Speech  Hearing  Sight  or other difficulties

Medical Conditions: Asthma  Epilepsy  Heart Conditions  Diabetes   
Other \_\_\_\_\_

Allergies: Wasp Stings  Food  details \_\_\_\_\_  
Other allergies  details \_\_\_\_\_

Emotional Difficulties  details \_\_\_\_\_

Laterality - Right Handed  Left Handed  Mixed

Additional Information - Please give details and specify any condition not listed above which might be considered to affect the child's ability to benefit from school. If there are any medical reports in relation to any of the above, we request copies for your child's file.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child require regular medication? Yes  No

Does your child show any behaviour challenges? \_\_\_\_\_

\_\_\_\_\_

In the event of an emergency, should we fail to contact you, would you like the school to bring your child to doctor/hospital Yes  No

In the event of an emergency do you consent to your child receiving CPR or other necessary intervention Yes  No

Please make the above arrangement clear to your child.



## Consent Form

As per department regulations we would be grateful if you would tick the following boxes in relation to consent and permission forms:

Description	YES	NO
<p><b>Photographs</b></p> <p>The school maintains a database of photographs and digital images (including video) of school events held over the years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at school. Photographs/digital images may be published on our school website, class dojo, in brochures, prospectus and newsletters.</p> <p><b>I am happy to have our child's photograph/digital image taken as part of school activities and included in such records and in-school displays.</b></p>		
<p>Photographs/digital images may be published in local and national newspapers and similar school-related productions.</p> <p><b>I am happy to have our child's photograph/digital image taken as part of school activities and included in such records and in-school displays.</b></p>		
<p><b>I agree to have my child participate in different Catholic church related activities eg Mass, Confession etc.</b></p>		
<p><b>School Displays</b></p> <p>I consent to my child's name being used for display purposes in their classroom and around the school (e.g.) displaying artwork, identifying their workstation or coat hanger.</p>		
<p><b>Previous School:</b> _____ <b>Class:</b> _____</p> <p>I give permission that information on school attendance, school reports, test results and all other relevant information be made available to the Principal, Meenkilly National School.</p>		

<p><b>Diagnostic/Education Tests</b> During your child's time in Meenkilly N.S. he/she may undergo various Diagnostic/Education Tests. <b>I understand that, should my child require educational/diagnostic testing during his/her time in Meenkilly N.S., these tests will be carried out.</b></p>		
<p><b>I agree to allow my child attend Special Education Teacher, if deemed necessary by Class and Special Education Teacher after discussion with teachers.</b></p>		
<p><b>Payment Contract</b> I understand that there will be certain costs relating to my child's education in Meenkilly N.S. These costs will be mainly in the area of books, book rental, education equipment, 24-hour Personal Accident Insurance cover €10, and materials and additional school activities. <b>I agree to pay these costs.</b></p>		
<p><b>Outside Agencies working with the school</b> From time-to-time outside organisations such as TUSLA, NEPS, HSE, ISS, students from education institutes such as IT Tralee, Mary Immaculate College or visiting teachers etc may visit our school for observation and/or assessment/teaching purposes. <b>I understand that Meenkilly N.S. promotes the highest standards of teaching and learning and that working with outside agencies may be part of my child's school life.</b></p>		
<p><b>Child Protection Programme/RSE Programme</b> <b>I would like my child to take part in the Stay Safe/RSE Programme.</b></p>		
<p><b>School Outings and Trips</b> From time-to-time children take part in school outings and trips (e.g. trips to the library, the swimming pool, tours etc.) during the course of the school day. The school's Code of Behaviour applies in all such instances and children are expected to behave appropriately. <b>I consent to my child attending out of school trips.</b></p>		

<p><b>Parents Association</b>                  We have a very active Parent's Association who support the school in a very positive way. On occasions they wish to contact parents by email to inform them of upcoming events.  <b>I consent to the school sharing my email address with the Parents Association.</b></p>		
<p><b>I give consent for my child to use the computers in the school in line with our Acceptable Use Policy.</b></p>		
<p><b>I give written parental consent to share Ethnic or Cultural Background and Religion with the Department of Education.</b></p>		
<p><b>I give consent to allow my child to enter school competitions and for their name and date of birth to be shared with the organisers.</b></p>		
<p><b>When my child transfers from primary to secondary school, I give permission that information on school attendance, school reports, test results and all other relevant information be made available to the Principal of that secondary school.</b></p>		
<p><b>I have read the attached Code of Behaviour/Discipline and accept the Code for my child. (Acceptance of Code of Behaviour/Discipline has been made a condition of enrolment by the Board of Management)</b></p>		
<p><b>Signature: _____(Parent/Guardian)</b></p> <p><b>Date: _____</b></p>		