



O' Growney National School

Enrolment / Admissions

The Board of Management of O'Growney National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of Section 15(2) of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. Decisions in relation to applications for enrolment are made by the Board of Management.

O'Growney National School, Athboy, is a Catholic School for boys and girls, situated in the Diocese of Meath, under the Patronage of the Most Reverend Thomas Deenihan, Bishop of Meath.

The school ethos aims at promoting the full harmonious development of all aspects of the child: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life. O'Growney National School provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic faith.

The Board of Management of O'Growney National School is responsible for determining and administering the policy relating to the admission of pupils to the school in accordance with:

- *the requirements of the law i.e. Education Act 1998.*
- *the advice of the diocesan Trustees on the nature and purpose of its duties.*
- *its duty towards the school and the Catholic community it serves.*
- *the Catholic character of the school and its Mission Statement.*

*The Chairman of the Board of Management, Father Patrick Mc Mahon and Principal, Mr. John Brennan will be happy to clarify any matters arising from the policy.
(Contact Telephone No. 046-9432291)*

Mission Statement

O'Growney National School promotes Gospel Values in a Christian learning community, where children can grow in knowledge and understanding and in the acquisition of skills, attitudes and values.

We are fully committed to offering excellence in education by...

- ***promoting the highest possible achievement for our pupils***
- ***encouraging children to grow within the Catholic faith***
- ***welcoming input from parents to complement the skills and experience of our professional teaching staff***
- ***ensuring that our school is central to the parish, reaching out to embrace the wider community***
- ***uniting all staff, parents and B.O.M. in our aim to be a leading school in the Diocese in Meath***

Our aim is that all children should leave O'Growney National School with an enthusiasm for learning, a thirst for knowledge, an appreciation of their religion and the world they live...and above all, many happy memories.

Admission of Pupils

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. O'Growney National School follows the curricular programmes laid down by the Department of Education and Science 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 of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of O'Growney National 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 the diversity of values, beliefs, traditions, languages and ways of life in society.*

Therefore, no child will be refused admission to O'Growney National School for reasons of ethnicity, special educational needs, disability, accent, language, gender, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

As a general principle and in so far as practicable, having regard to the enrolment policy of O'Growney National School, children will be enrolled on application, provided there is a position available.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of O'Growney National School reserves the right to determine maximum class size, to ensure the safety of existing pupils and to set the criteria used to determine how applications for all classes throughout the school are prioritised, when the number of applicants outnumber the number of places available. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of children within the school.

Assisting the school in such circumstances, the Board of Management, with due regard for the Patron's wishes, reserves the right to determine the maximum number of children in each separate classroom bearing in mind the following:

- *Size / available space in classrooms.*
- *Availability of grants and teacher resources provided by the Department of Education and Skills.*
- *Education needs of the children.*
- *Multi-grade classes.*
- *Presence of children with special education/behavioural needs.*
- *Department of Education and Skills maximum class size directives.*
- *Directives from our patron, Bishop Thomas Deenihan, Bishop of Meath.*
- *Health and Safety & Equality legislation.*

Enrolment / Application Procedures

Parents/Guardians who wish to enrol pupils in Junior Infants are required to complete an Enrolment Application Form, at which stage the school's "Code of Behaviour & Excellence" and "Child Protection" policies will be provided.

The closing date for applications to enrol into Junior Infant class for September 2019 is January 31st, 2019.

The Board of Management will communicate this information generally to the school community through appropriate channels. (school website, notices, parish bulletin etc.)

*The Enrolment Application Form should be completed and returned to the school **within seven working days** of issue with the following documentation:*

- (i) Copy of the child's Birth Certificate;*
- (ii) Proof of address – recent utility bill {within 1 month}*
- (iii) Children transferring from other schools must submit records/reports from the previous school concerning attendance and progress;*

Children's names used in the school will be as per "Birth Certificate".

Application forms and supporting documentation must be submitted by the 31st January of the year prior to the child starting school for Junior Infants, (hereinafter referred to as “The Submission Date” which may change from year to year depending on circumstances). Other pupils may be enrolled during the school year.

The Board of Management has determined that the school Principal will accept written applications for enrolment into Junior Infants up to 31st January of the school year prior to enrolment.

*Having processed the applications under the criteria determined by the Board of Management, parents will be notified of the decision **within 21 working days**.*

O’Growney National School Board of Management is not obliged to consider applications which are late, incomplete or do not include the required documentation. Intentionally submitting inaccurate information on the application form will render it null and void. The submission of an application form does not confer a right to enrolment.

In the event that applications for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order.

- (i) Brothers/sisters of current pupils, including step-siblings resident at the same address.*
- (ii) All other applicants.*

Depending on the school’s capacity, the Board will determine the number of new pupils enrolled.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. All relevant information and reports will be presented to the Board of Management, thereby enabling the Board to make a prompt and informed decision.

The Board of Management as directed by the Department of Education and Skills has set a maximum class size of 26 children per class for the year 2018/2019. The school is deemed to be full when the figure produced by multiplying the number of mainstream classes by 26 is reached. Next year, the school will be deemed to be full with a figure of 364 pupils.

Refusal to enrol on grounds of “Exceptional Circumstances”

*The Board of Management of O’Growney National school reserves the right to refuse enrolment in the following **exceptional** circumstances:-*

- (a) The pupil has special needs such that, even with additional resources available from D.E.S., the school cannot meet such needs and/or provide the pupil with an appropriate education.*
- (b) In the opinion of the Board of Management, the pupil whose behaviour would impinge on the welfare and education of other pupils, school staff and/or school property.*

Appeals Procedure

Parents, who are unhappy with enrolment decision, may appeal to the Board of Management. The appeal must be, in writing, stating the grounds for the appeal.

*The appeal should be addressed to the Chairperson, Board of Management, O'Growney National School, Athboy, Co. Meath. All appeals to the Board must be lodged **within seven working days** of your receipt of refusal and must clearly state the grounds for the appeal.*

*This appeal will be discussed at a Board meeting and a final decision issued, in writing, within **twenty one working days**.*

*Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. If unhappy with the result of the appeal, you may appeal to the Department of Education and Skills on the official Section 29 Appeal Application Form. This application must be submitted **within 42 working days** of receipt of the final decision of the Board of Management.*

Should you wish to have any of the above clarified, please contact the school Principal. (046-9432291)

Please note that completion of an application form or placing your child's name on a list does not confer an automatic right to a place in the school. Parents are informed that this is the situation upon making an enquiry and this remains the situation until you are informed, in writing, of the final decision.

Transfer to Post-Primary School

Under the present regulations a pupil may only be recognised in a post-primary school:

- (i) who is not less than 12 years of age on 1 January of the school year, and*
- (ii) who as a rule, has completed a full course of primary education.*

There are no exceptions to the terms (i) above.

An exception to the terms of (ii) above may be made in the case of a pupil who is 13 years or more on 1st August of the post-primary school year age, who has completed fifth standard in Primary School.

Code of Behaviour and Excellence

Children enrolled in O'Growney National School are required to co-operate with the school's "Code of Behaviour and Excellence Policy" and other policies on curriculum, organisation and management. Our "Code of Behaviour and Excellence Policy" outlines procedures regarding suspension and expulsion, in accordance with Tusla Guidelines.

*An agreement, signed by the parents/guardians to abide by the "Code of Behaviour and Excellence Policy" **must** be signed on the Enrolment Form.*

Parents / guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

Review and Monitoring:

This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron, if requested. This policy will be monitored and reviewed annually by the Board of Management.

Policy ratified by the Board of Management on 17th January 2019