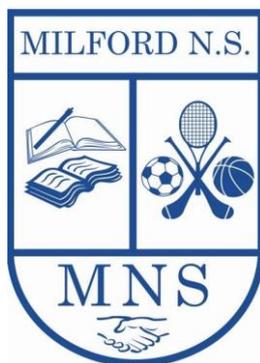


# Milford National School



## Enrolment Procedures and Policy

**Reviewed by the Board of Management  
November 2019**

**Milford Grange National School  
Milford Grange,  
Castletroy,  
Co. Limerick.  
V94 W3W4  
Roll no: 19800N  
Registered Charity Number: 20128135**

**Telephone No: (061) 339123**

E-Mail: [office@milfordns.ie](mailto:office@milfordns.ie)

Website: [www.milfordns.ie](http://www.milfordns.ie)

## 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 of the Board of Management, *Liam de Búrca Milford National School, Castletroy, Limerick* and the principal teacher, *Diarmaid Moore, Milford National School, Castletroy, Limerick* will be happy to clarify any further matters arising from the policy.

*Milford 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 Science (DES) Circulars.

<b>School Name:</b>	Milford National School
<b>School Roll Number:</b>	19800N
<b>School Address:</b>	Castletroy, Limerick
<b>Telephone No.:</b>	061 339123
<b>Denominational Character:</b>	Roman Catholic
<b>Name of Patron:</b>	Dr Brendan Leahy
<b>Total No. of Teachers:</b>	28 (19 mainstream, 8 special ed. teachers and Principal)
<b>Range of Classes Taught:</b>	Junior Infants to Sixth Class
<b>Gender Orientation of School:</b>	Mixed

The school depends on the grants and teacher resources provided by the Department of Education and Science 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.
- respect for student's family status, race, civil status, religion

Milford National School does not discriminate against an applicant for admission on any of the above grounds.

## SECTION 2: ENROLMENT PROCEDURES

### Application Procedure for Junior Infants

Parents who wish to apply to Milford National School for enrolment should fill out a written application form. The closing date and time for the receipt of applications for Junior Infants is the last Friday in January (3pm) of the year the child will start school. Enrolment application for incoming Junior Infants is advertised in the school newsletter, parish newsletter, on posters in the school and local community and on the school web-site.

### 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: [office@milfordns.ie](mailto:office@milfordns.ie). or (061) 339123. Other required documentation is listed in the accompanying letter.

**NB: The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment. It is the responsibility of the applicant to update the contact details supplied on the application form (if there is a change of address or telephone number).**

Forms are date - stamped on receipt by the school and an acknowledgement letter will be issued. No guarantees of places are given or implied by this acknowledgement.

All the information requested in the Application Form is intended for the sole purpose of ensuring that the enrolment process follows fully the school enrolment policy.

Following this evaluation the Admissions sub-committee will make a recommendation to the Board of Management listing proposed enrolments for the coming year.

Once the enrolment list is approved by the Board all applicants will be notified in writing of the outcome within 21 days of the closing date for the receipt of applications and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

In addition to the Enrolment List the Admissions Sub-Committee will, at the same time, draw up a waiting list of 5 applicants to cover the possibility that some parents may not take up the offer of a place in Junior Infants. The waiting list will be operational until 30<sup>th</sup> September of the same year.

After this date applicants must apply to be placed on the waiting list for enrolment for transfer as outlined below under ***Pupils Transferring from Other Schools***

**NB: 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. Children who turn down the offer of a place one year are not guaranteed a place the following year as decisions each year depend on the number of applications and places available. DEFERMENT OF PLACES FROM YEAR TO YEAR IS NOT PERMITTED.**

## 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 the receipt of applications.

The Board will have regard for relevant Department of Education and Science 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.

Parents must respond in writing to confirm acceptance of an offered place for their child within 14 days of that offer being made. Failure to respond within 14 days will result in the child's place on the enrolment list being forfeited and offered to a child on the waiting list.

There will be an Open Evening in May for prospective parents of children who have accepted places. Attendance is compulsory and failure to do so may result in forfeiture of the place offered.

The Board is bound by the Department of Education and Science's *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 enrol in Milford National School must have reached the age of **4 years by April 30<sup>th</sup> of the year they will commence school.**

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to the letter of offer (and which may be viewed at [www.milfordns.ie](http://www.milfordns.ie)). Children enrolled in Milford National School are required to co-operate with and support the School's **Code of Behaviour** and **Anti-Bullying Policy** as well as all other policies on curriculum, organisation and management. Copies of these codes and policies are available on request or at [www.milfordns.ie](http://www.milfordns.ie). The Board of Management holds Parent/Guardians responsible for ensuring that their child(ren) co-operate with these policies in an age- appropriate manner. A child may be suspended in accordance with the Department of Education and Science rules for national schools. (c.f. [www.milfordns.ie](http://www.milfordns.ie)- policies)

## Enrolment Criteria: Junior Infants

**In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.**

**1. Brothers and sisters of children enrolled in Milford National School. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age starting with the oldest applicant until all places are allocated.**

**2. Children of permanent school staff. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age, starting with the oldest applicant until all places are allocated**

**3. Children living (principal place of residence) within the Parish of Milford. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age, starting with the oldest applicant until all places are allocated.**

**4. Remaining places will be allocated according to the following categories: children of parents working in parish of Milford, or children of parents living (principal place of residence) in adjacent parish (Monaleen, Ahane-Castleconnell, St Patrick's-St Brigid's), or children of past-pupils. Places within these categories will be allocated by random selection.**

**5. All remaining places will be allocated by random selection.**

The Board of Management has determined that the maximum pupil enrolment in Milford Grange N.S. is 496 pupils. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of 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 on the first day of the school academic year.

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

The Department of Education acknowledges the very significant progress made by schools in developing inclusive practices and provision whereby the vast majority of pupils with special educational needs now attend mainstream schools. It also recognises that a small minority of pupils with significant and enduring needs may require a more specialist setting (for example, special class or special school placement). Milford N.S. aims to meet the needs of any child whom the parent wishes to register at the school as long as a place is available and the admission criteria are fulfilled. The Education for Persons with Disabilities Act 2004 states that '*A child is entitled to attend the school which is most suited to his or her overall needs*'. No child will be refused admission to Milford N.S. solely on the grounds that s/he has SEN except where the provision required is incompatible with that available in our school.

The Admission Policy for pupils with SEN is as follows:

- The BOM, through the Principal, has the right to request a copy of the child's medical/psychological report or where such a report is not available to request that the child be assessed immediately.
- The purpose of this assessment report is to assist the school in establishing the education and training needs of the child relevant to his/her disability and special needs and to profile the support services required.
- Following receipt of the report the Principal will assess how the school could meet the needs specified in the report.
- Where the Principal advises the BOM that further resources are required, it will, prior to enrolment request the Department of Education and Science (DES) or National Council for Special Education (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example access to or the provision of any of a combination of the following: visiting teacher service, resource teacher for special needs, SNA, specialised equipment or furniture, transport services or other. It will be necessary for the BOM of Milford N.S. to identify health and safety issues arising from the enrolment of a special needs child, for example, access, toilets, supervision and administering of medicine.
- The school will meet with the parents or if necessary a full-case conference involving all parties should be held.
- It may be necessary for the BOM to decide to defer enrolment of a particular child pending the provision of appropriate resources (EPSEN Act 2004).
- SEN children will be fully integrated unless it is inconsistent with the best interests of the child with effective educational provision for other children. (EPSEN 2004)
- The Education Act 1998 states that the BOM must ensure that the educational needs of all students must be identified and provided for
- Under the Disability Bill 2004 schools must ensure to promote equality and social inclusion for all. It is important to promote and foster in school communities an environment that encourages pupils to attend school and to participate fully in school life. (Education Welfare Act 2000)

### **Pupils transferring into classes from Junior Infants (after September 30<sup>th</sup> of relevant year) to 6<sup>th</sup> Class.**

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. A transfer application form is available from the office.

The school has a specific transfer application form (Appendix 3). A copy of this form may be obtained by contacting: [office@milfordns.ie](mailto:office@milfordns.ie) or (061) 339123. Other required documentation is listed in the accompanying letter.

**NB: The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment. It is the responsibility of the applicant to update the contact details supplied on the application form (if there is a change of address or telephone number).**

Forms are date- stamped on receipt by the school and an acknowledgement letter will be issued. No guarantees of places are given or implied by this acknowledgement.

All the information requested in the Application Form is intended for the sole purpose of ensuring that the enrolment process follows fully the school enrolment policy.

Following this evaluation the Admissions sub-committee will make a recommendation to the Board of Management. This recommendation will be dependent on a place becoming available in the relevant class. The applicant will be placed on a waiting list for the relevant class. Parents must renew their applications each year to maintain their place on the waiting list by writing to the principal.

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to the letter of offer (and which may be viewed at [www.milfordns.ie](http://www.milfordns.ie)).

Children enrolled in Milford National School are required to co-operate with and support the School's **Code of Behaviour** and **Anti-Bullying Policy**, as well as all other policies on curriculum, organisation and management. Copies of these codes and policies are available on request or at [www.milfordns.ie](http://www.milfordns.ie). The Board of Management holds Parent/Guardians responsible for ensuring that their child(ren) co-operate with these policies in an age- appropriate manner. A child may be suspended in accordance with the Department of Education and Science rules for national schools. (c.f. [www.milfordns.ie](http://www.milfordns.ie)- Policies)

### **Criteria for Transfer Enrolment:**

- 1. Preference will be given to siblings of children already enrolled**
- 2. Preference will be given on the basis of the date of receipt by Milford NS of the completed transfer application form**

### **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 Milford 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.

In considering an appeal, the Board of Management will determine the following:

- if the enrolment procedures have been adhered to in accordance with the school's Enrolment Policy.

And

- if the enrolment criteria have been applied in accordance with the school's Enrolment Policy.

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 Science. 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 Science website at [www.education.ie](http://www.education.ie)

## SECTION 4: POLICY APPROVAL/RATIFICATION

The policy was ratified by the Board of Management of Milford National School on 18<sup>th</sup> November 2019.

Signed:

Liam de Búrca  
**Chairperson, Board of Management**

