



## **Admissions Policy 2019**

The Board of Management of the Central Model Senior School is setting out its enrolment policy in accordance with the provisions of the Education Act 1998 E.P.S.E.N. Act, 2004, the Equal Status Acts of 2000-2004, the Disability Act 2005, the Educational Welfare Act 2000 and the Admissions to Schools Act, 2018. The Board of Management trusts that this policy will assist parents in relation to enrolment matters. The Chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from the policy. This policy was reviewed in April 2019.

### **Mission Statement**

Central Model Senior School is an inclusive school community with a Catholic tradition, under the patronage of the Minister for Education.

We aim to provide a happy, secure learning environment where children, parents/guardians, teachers, ancillary staff and Board of Management work in partnership, where each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

We seek to foster an appreciation and celebration of the different religious and cultural backgrounds represented in our school.

### **Information**

This is a DEIS Band 1 Senior School (2<sup>nd</sup> to 6<sup>th</sup> classes), sharing a campus with Central Model Infants' School. We share the services of the Home School Liaison Teacher and a Support Teacher.

The school depends on the grants and teacher resources provided by the Department of Education and Science. It operates within the regulations laid down from time to time, by the Department. The school follows the curricular programmes prescribed 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).

### **Principles of Enrolment**

The school operates under the Dept. of Education and Science (D.E.S.) from which grants and resources are received annually. Regulations are laid down by the D.E.S. The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the NCCA in conjunction with the D.E.S. This is subject to amendments by the D.E.S., in accordance with Section 9 and 30 of the Education Act (1998) and Admissions to School's Act 2018.

The school supports the principles of  
Inclusivity (particularly with reference to children with disabilities or special educational needs).

- Equality of access and participation in the school.

- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Parental rights to enrol their children in the school of their choice; this in the context of the existing school community and the rights of the pupils already enrolled.

### **Decision Making**

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

All children enrolled in 1<sup>st</sup> class in Central Model Infants' School will be offered a place in Central Model Senior School the following September in 2<sup>nd</sup> class.

### **Pupils Transferring from Schools other than Central Model Infants' School**

Pupils may transfer from other schools provided space is available for them. This transfer must be in accordance with Rule 64 of the "Rules for National Schools". Places in the school will be offered to children in accordance with the categories listed below.

Please note that due to the layout and restrictions of our school building the following applies;

#### Maximum number of children in each class for 2019/20.

2<sup>nd</sup> Class : 66

3<sup>rd</sup> Class : 62

4<sup>th</sup> Class : 50

5<sup>th</sup> Class : 48

6<sup>th</sup> Class: 44

In the event that applications for enrolment exceed or are expected to exceed the number of places available, the following criteria shall be used. Priority will be given to:

1. Children moving from 1<sup>st</sup> class in Central Model Infants' School.
  2. Brothers & sisters (including step-siblings, fostered children, resident at same address) of children already enrolled in the Central Model Senior School and Infants' Schools.
  3. Sons/daughters, stepsons/stepdaughters and fostered children of past pupils of the Central Model Senior School and Infants' School.
  4. Children living in the immediate local area (Dublin 1).
  5. Children of members of staff of Central Model Schools.
  6. Applicants on a first come first served basis.
- Applicants in categories 1- 5 must apply to the school before March of the year they wish to enrol. Places will be offered to applicants in category 6 between March and May.

### Application Procedure

- Prospective parents/guardians complete an Application to Enrol Form. Each completed enquiry form is dated when received by the school secretary.
- All completed application forms received by the end of March before the new school year are considered by the Principal in accordance with the above criteria.

Parents/guardians whose child/children have been offered a place in the school are invited to attend an Information Meeting in May/June prior to enrolment.

The following information is required to complete the enrolment process:

- Pupils name, age, address and pps number.
- Names and addresses of pupil's parents or guardians.
- Contact telephone numbers and emergency telephone numbers.
- Special educational needs information, including copies of relevant reports.
- Medical/dietary information.
- Details of any previous schools attended and reasons for transfer.
- Pupil Online Data Base information.
- Permission for school trips/photographs etc.
- Every effort is made to communicate with applicants who do not attend the Information Meeting in May/June via letter/texts and follow up phone calls. These communications are recorded and if the applicant does not respond, the next person on the waiting list is invited to enrol.
- A payment of €40.00 will be made towards the cost of school books. This will be refunded in the event that the pupil does not enrol in September.
- Policies are available to read on the school website and parents may request a printed copy of the Code of Behaviour.
- Parents/Guardians are required to confirm acceptance of compliance with the Code of Behaviour in order to enrol their child in the school.

Enrolment of children during the school year, is dependent **on the availability of places**. This decision is at the discretion of the Board of Management, which will be mindful of the following:

- The number of classrooms available.
- The size of available space in each classroom.
- The educational needs of children already enrolled.
- DES maximum class average directives, **particularly for DEIS schools**.

### **Enrolment of a Child with Special Educational Needs**

In the case of a child with specific special educational needs, the B.O.M. may request copies of medical and/or psychological reports in order to assess the school's ability to appropriately provide for the education of the child.

In such cases, a meeting will be held with the child's parents and all personnel involved in the care of the child. The purpose of the meeting will be to discuss the needs of the child and to profile the support services required. Following this meeting and on receipt of all relevant reports, the B.O.M. will assess how the school can meet the needs identified. Application may be made to the Special Educational Needs Organiser for additional resources if appropriate.

### **Pupils Transfer**

- Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. The Principal may contract a previous Principal prior to offering a place.
- The school will follow best practice as outlined by Túsla in communicating with other schools regarding transfers. Information will be shared in accordance with Data Protection Legislation.
- The Pupil Online Data Base is regularly updated by the Secretary regarding pupil transfers.

### **Refusal to Enrol**

The Board of Management reserves the right to refuse enrolment in exceptional circumstances:

- If, in the opinion of the Board, there is evidence of an unacceptable risk to other pupils, school staff or school property.
- If, the pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with the appropriate education.
- If the enrolment of the student results in the maximum number of students for the class being exceeded.

### **Right of Appeal**

Where a Board of Management refuses to enrol a student in a school, the parents has a statutory entitlement under Section 29 of the Education Act to appeal that decision to the Secretary General of the Dept of Education & Skills. The Principal and Board of Management inform the parents of their right to appeal, in writing, not more than 21 days after the decision is made.

In the event of any dispute, decisions regarding enrolment are the responsibility of the Board of Management. In this, the Board of Management is bound by the Rules for National Schools (D.E.S.)

**Code of Behaviour**

The school's Code of Behaviour is available on the Central Model Senior School website.

This policy was ratified by the Board of Management on 30/04/2019.

It will be reviewed on an annual basis. This policy is published on the school website and is available in hard copy from the School Secretary.

Paul Brady

30/04/2019

-----  
Chairperson

-----  
Date

