

Scoil Naomh Aingeal – St. Angela’s Primary School Enrolment and Admission Policy

The Board of Management of St. Angela’s Primary School is setting out its policy in accordance with the Education Act 1998.

The Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Sr. Perpetuo Waldron, Convent of Mercy, Westport, 098-25607 and the Principal, Gearóidín Ní Ghrúinéil, 094-22902 will be happy to clarify any further matters arising from the policy.

Section A : General Information

St. Angela’s Primary School - Scoil Naomh Aingeal

Convent of Mercy,
The Lawn,
Castlebar,
Co. Mayo.

Telephone: 094-22902 or 094-21267 **Fax:** 094-26944

E-mail: stangelasoffice.ias@eircom.net

Website: www.castlebar.ie/education/stangelas

The school hours: 9.00 a.m. – 1.40 p.m. -
Junior and Senior Infants

9.00 a.m. – 2.40 p.m. -
First to Sixth Classes.

St. Angela’s Primary School is a Catholic School under the patronage of Archbishop Michael Neary and under the trusteeship of the Sisters of Mercy. However we respect the diversity of values, beliefs, traditions, language and ways of life in our community.

We are situated in the centre of town. Our pupils are drawn mainly from the parish.

Mission Statement

We endeavour to create a caring atmosphere in our school where every child is helped to achieve her full potential through a holistic approach to education in partnership with the Community.

The school is committed to the promotion of the Catholic faith and values. We promote an awareness of our own culture and heritage, while respecting the culture and heritage of others.

We enthuse the child with a zest for learning and life, a healthy respect for all people and the world around her, thus enabling her to become a responsible citizen.

Total Number of Teachers:

- 27 (including the Principal)
- 17 Mainstream
- 1 Learning Support
- 2 Resource Teachers for Travellers
- 1 Resource Teacher for Special Needs
- 1 Resource Teacher for Non-National Pupils.
- 4 Supply Panel Teachers.

All classes from Junior Infants to Sixth class are taught in the school which is an all girls school. The school depends on grants and teacher resources which are provided by the Department of Education and Science. It operates on the regulations laid down by the Department.

Our school follows the curriculum programmes provided by Department of Education and Science which may be amended from time to time in accordance with Section 9 and Section 30 of the Education Act 1998.

Within the confines of funding and resources available, the school supports the principles of inclusiveness, particularly with reference to children with disability, ethnicity or other special needs. All children have an equality of access and participation in the school.

Section B : Application Procedure

Enrollment of pupils takes place on two consecutive dates in the second term - usually the end of April. An advertisement to this effect will appear in the local newspaper and in the Parish Newsletter. Pupils may also enroll during the school year by making an appointment with the Principal.

Parents / Guardians of each child entering the school complete an enrollment form. A specific enrolment application form provided by the Board for this purpose. Such information includes:

- Pupil's name, age and address;
- Names and addresses of pupil's parents / guardians;
- Contact telephone numbers;
- Contact telephone numbers in case of emergency;
- Details of any medical conditions which the school should be aware of;
- Religion;
- Previous schools attended, if any, and reasons for transfer, if applicable;
- Any other relevant information – including any such other information as may be prescribed under the Education Welfare Act, 2000;

The confidential documents are filed in class groups in the office. They are available to the teachers. A Birth Certificate is required at enrolment. On enrolling parents / guardians are given a school information booklet and brochure. Junior Infant pupils receive a starter activity book "My New School".

Admission Dates:

Entry age to the school is four years of age. Pupils enrolling into Junior Infants must be four years on or before the 31st August of that year. Junior Infants may only be admitted to the school in September. Priority for enrollment is given to pupils from the school catchment area.

The school hosts an information session for parents of Junior Infants classes in June. Junior Infants pupils attend school for one day in June - Reception Day. In September Junior Infants classes are dismissed at 12 noon for the first two weeks.

Pupils Transferring:

Pupils transferring to St. Angela's are required to present a report concerning the child's attendance and educational progress from the former school. A parent may transfer a child on change of ordinary residence but in any other case, the child may not be transferred except on or at the first opportunity after the first day of any quarter.

It is desirable that pupils transferring from other countries undergo a school assessment before being placed in a particular class. School reports are also required.

Secton C : Decision Making - Enrolment

All decisions relating to application for enrolment are made by the Board of Management of the school in accordance with the school policy.

The Board will have in mind the relevant Department of Education and Science Guidelines regarding class size and staffing provisions. They will also consider any other relevant requirements concerning the accommodation such as the physical space for health and welfare of children.

The Board is bound by the Department of Education and Science Rules for National Schools which provides that pupils may only be enrolled from the age of four years and upwards although compulsory attendance does not apply until the age of six years.

The following criterion, not necessarily in order, will decide who will be enrolled.

- Sister of a previously enrolled pupil.
- Age of child.
- Residence in school catchment area.
- Others – provided space and resources are available.

All parents are informed of the Board's decision whether or whether not to accept enrolment within 21 days.

Section D : Pupils with Special Needs

Should parents wish to enrol a child with special needs, the Board of Management will request a copy of the child's medical and / or psychological report. If the report is not available they will request that the child will be assessed immediately. The purpose of the assessment is to assist the school in establishing the educational and training needs of the child relevant to her disability or special needs and to make a profile of the support of services required.

When the Board receives the report, they will then be in a position to assess how the school can meet the requirements specified in the report. If further resources are required, the Board will defer enrolment until the Department of Education and Science has provided the resources required to meet the needs of the child. These resources may include access to or the provision of a combination of the following:

- Resource Teacher for Special Needs.
- Special Needs Assistant.
- Visiting Teacher.
- Specialised equipment or furniture.

The Principal, with the Class Teacher, will meet the parents of the child to discuss the child's needs and the school's suitability or capability of meeting those needs. If a further conference is required all parties concerned will be invited. These will include the Parents, Principal, Class Teacher, Learning Support Teacher, Special Needs Teacher and Psychologist if appropriate. It may be necessary for the Board to defer enrolling a particular child pending the outcome of the conference.

**Scoil Naomh Aingéal,
St. Angela's Primary School,
Board Of Management,
APRIL 2002**

