

Admission/Enrolment Policy

1. Scoil Mhuire Fatima, North Monastery Primary School, is a Catholic Senior Boys School under the trusteeship of the Edmund Rice Schools' Trust and the patronage of the Catholic Bishop of Cork.
2. The school supports and endeavours to uphold the five key elements of an Edmund Rice School.
 - (a) Nurturing faith, Christian Spirituality and Gospel-based values.
 - (b) Promoting partnership.
 - (c) Excelling in teaching and learning.
 - (d) Creating a caring school community.
 - (e) Inspiring transformational leadership.
3. Scoil Mhuire Fatima is funded by grants provided by the Department of Education and Science. It operates within the regulations laid down by the Department. School policy must have regard for and operate within the funding available.
4. 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.
5. Equality of access is the key value that determines the enrolment of children to our school. Within the parameters of Department regulations and rights of the Patron as set out in the Education Act, no child is refused admission for reasons of ethnicity, special education needs, disability, language/accent, traveller status, asylum seeker/refugee status, religious/political beliefs and values or family or social circumstances.
6. While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management has a responsibility to respect the rights of the existing school community and in particular, those children already enrolled. This requires balanced judgements which are guided by principles of natural justice and the common good. The Board of Management reserves the right to determine the maximum number of children in each classroom, bearing in mind
 - (a) Size and available space in classrooms.
 - (b) Educational needs of the children.
 - (c) Multi-grade classes.
 - (d) Presence of children with special educational/behavioural needs.
 - (e) Department of Education and Science maximum class average directives.

Enrolment Procedures

1. Parents seeking to enrol their children in Scoil Mhuire Fatima, North Monastery Boys Primary School are requested to return a completed application form with the original Birth/Adoption Certificate to the school by March 31st each year.
2. If Catholic, children's Baptismal Certificate should also be included.

3. In the event of the number of children seeking enrolment in any given class preceding or during the school year, exceeding the number of places available (due to Board of Management being unable to provide suitable accommodation, or recruit the required staff) the following criteria will be used to prioritise boys for enrolment:
 - (a) Siblings (including step-brothers resident at the same address) of children already enrolled – priority to the oldest.
 - (b) Children living with the parish (North Cathedral) – priority to the oldest.
 - (c) Children from the two feeder schools – North Presentation Primary and St. Vincent's Primary Schools.
 - (d) Children of current school staff – priority to oldest.
 - (e) Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the boys is normally resident outside the parish.
 - (f) In the event of being unable to enrol boys from categories a, b or c in a given class at the beginning of a year or mid-year such children will receive priority (in order of a,b,c) for the subsequent school year over other children on a class waiting list.
4. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National schools, as well as our own enrolment policy, local agreement with other schools and in keeping with the Education Welfare Act 2000. Where a pupil enrolls from another school, that school will be informed on the day of the boy's arrival so that his name can be removed from the roll of that school.
5. An open morning is held in October/November for parents of prospective students for the coming school year.
6. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.
7. Notwithstanding the availability of such resources, parents of children who are dissatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to cater for the needs of children with special educational needs.
8. Children enrolled in our school are required to co-operate with the support the School/Board of Management's Code of Behaviour as well as all other Policies on curriculum, organisation and management. The Board of Management places parents/guardians responsible for ensuring that their children co-operate with these policies in an age appropriate way.
9. The Board of Management reserves the right to refuse an application for Admission in exceptional circumstances (Section 29 Educational Act 1998 and Circular 22/02).
10. Parents have a right to appeal a refusal by the school to enrol a student under section 29 of the Education Act 1998.