

# Enrolment Policy

## St. Malachy's Boys' School Revised and updated Enrolment Policy

1. Children are enrolled en masse from St. Malachy's Infants' School 15260K after completion of 1st Class. These children have priority of enrolment as they have attended our Nursery & Junior School. Parents should notify the school principal of their intention to enrol their child for 2nd Class by filling out the relevant form. Forms are sent out to all 1st class pupils during the last term.
2. Other children may be enrolled at this stage provided that adequate space and resources are available within the school and that all criteria of B.O.M. are satisfied. Enrolment in this situation is on a first come first serve basis and children will be placed on a class waiting list. Enrolment forms are available from the school Principal and should be submitted as early as possible in the year preceding the year for which enrolment is sought
3. Our catchment area includes Dundalk town and its surrounding streets in the vicinity of St. Malachy's Anne Street, Dublin Street area and adjoining terraces. The Ardee Road/Carrick Road area, Ard Easmuinn, Pearse Park, St. Malachy's Villas. The Dublin Road to the town's outer limits at P.J.Carrolls.
4. In certain cases children whose parents work in the Urban Area will and have been accepted in our School provided that provision can be made taking into account
  - a) Size/available space.
  - b) Educational needs of children of a particular age.
  - c) Multi-grade classes.
  - d) Presence of children with special educational/behavioural needs.
  - e) D.E.S. max class average directives (currently av.30).
5. Being a school of strong tradition Parents/Guardians who have themselves attended St. Malachy's often wish to continue this tradition through the placement of their own children in the school.
6. It has long been a tradition of St. Malachy's to enrol children of Non National Parentage where their parents have moved to seek employment in the Dundalk Urban Area. Provision is made for such cases whenever possible subject to Pupil/Teacher Ratios and space restrictions/availability.
7. Equality of access has always been the key issue, which determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special ed. Needs, disability, language, accent, traveller status, asylum seeker/refugee status, religious/political
8. beliefs/values. Parents should be aware however that St. Malachy's is a Catholic school and should note that we have a duty as such to uphold our strong Catholic traditions. It is desirable that new applicants forward names to the school in June preceding the new school year for which they require enrolment. Failure to enrol in time may result in a refusal due to space restrictions in certain classes and Pupil/Teacher Ratio, or other circumstance already identified.
9. While recognising the rights of parents to enrol their child in the school of their choice, the B.O.M. of St Malachy's Boys' school is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the B.O.M. reserves the right to determine the number of children in each separate classroom bearing in mind a) to e) as listed in 4. above.
10. In the event of a number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the B.O.M. being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment.
  - a) Children from St. Malachy's Infants' School.
  - b) Brothers of children already enrolled.
  - c) Children whose home address is closest to school.

d) Children of current school staff.

e) Children whose home address is closest to school (by straight line on O.S. map) if the child is normally resident outside the agreed catchment area.

11. Children for whom enrolment is not possible for reasons as defined above will be given priority for the subsequent school year provided that all children from the Junior school can be accommodated.

12. Children with special needs will be catered for in accordance with resources provided by D.E.S. to B.O.M.

13. 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 specifically designed and resourced to cater for children with special educational needs.