

# Our Lady of Fatima



**Patron Bishop of Ferns**

## **School Enrolment Policy**

Our Lady of Fatima is a school for students with Mild Learning Difficulties.

Our Mission in Our Lady of Fatima School is to provide a happy and secure learning environment where we value and develop the whole person to their full potential and celebrate each student's uniqueness and personal qualities.

The following criteria must be fulfilled in order to be considered for enrolment:

1. Boys and girls between the ages of 4 and 18.
2. Students must have undergone psychological assessment and found to be functioning at the level of Mild General Learning Difficulty, IQ 50 to 70 or at either end of the spectrum.  
A written report from a Psychologist to be furnished to the school which recommends a placement in Special School.
3. Students must reside in our catchment area, i.e. where Our Lady of Fatima School is the nearest Special School.
4. Consent of parents / guardians.
5. 5/6 places will be reserved each year for children who haven't been in school before aged 5 years or younger. In the event that these places are not all required for early intervention, the vacancy will be offered to whoever is currently top of the waiting list.

6. There must be availability of a place in the age category of the new student applying for enrolment.
7. Availability of suitable resources, supports and staffing to cater for additional needs that a student with MGLD may have and which could not be addressed within the present pupil/teacher/SNA allocations to special schools.
8. The support of parents for the Code of Discipline is a requirement of entry and a place at Our Lady of Fatima School. Prior to enrolment each parent / guardian must sign a statement accepting and supporting the school's Code of Behaviour and stating that they will make all reasonable efforts to ensure compliance with this code for their son/daughter. The Board of Management holds parents/guardians responsible for ensuring their son/daughter cooperate with this policy.
9. Admission/Readmission may not apply if a student has not adhered to Code of Discipline and has a history of unacceptable/abusive/disruptive/violent behaviour.

Although the Board of Management does not have the right to refuse admission to a student with MGLD, it does reserve the right to delay a student's entry until the conditions mentioned in No. 8 and 9 are fulfilled.

### **Process of Application**

- Parents/Guardians are invited to meet with the Principal and to visit the school.
- Applications are made through the "Application Form" available on our website or from the office. This form will have noted the time and date when it was received by the school.
- All applications must be accompanied by a Psychological Assessment determining that the student meets our IQ criteria and recommending a special school placement.
- Once enrolment has been approved by the Admissions Committee, the school will then pursue the matter with the relevant sections in the Department of Education.
- To facilitate this process Parents are obliged to complete all forms and return them to the school particularly the POD which is a requirement for the Department.

### **Waiting List**

- In the event of demand for enrolment outstripping available places a waiting list will come into operation.

- In order to qualify for this list a student must have fulfilled all identification criteria listed already.
- The student's place on the list is determined by the time and date when it was received.
- Offers are made on a first come, first served basis, provided there is availability in the age group of the student currently top of the waiting list.

### **Admissions Committee**


The Admissions Committee is comprised of The Principal, Deputy Principal and one member of the Senior Management.

They are responsible for checking that all criteria has been adhered to and for making recommendation to the Board of Management for full enrolment to commence or be refused, stating clear reasons for their decision in all cases.

In the event of a decision to refuse enrolment parents may appeal using Section 29 of the Education Act 1998.

**Reviewed and ratified by the Board of Management on 3<sup>rd</sup> May, 2016.**  
**Reviewed on 13<sup>th</sup> March 2018**

**Reviewed most recently on: 18<sup>th</sup> September 2018**

Signed   
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**Chairperson, Board of Management.**