



St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

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Saint Patrick's Junior School (the "School")

Enrolment Policy

This policy is set out in accordance with the provisions of the Education Act of 1998 (as may be amended from time to time) and reflects the school's status as a co-ed catholic primary school. The Chairperson of the Board of Management ("B.O.M") and the Principal will be happy to clarify any written queries received in relation to the policy. The B.O.M. reserves the right to amend the School's enrolment policy from time to time.

1. General

- 1.1 **Denomination and patron:** The School is a Catholic school whose Patron is the Archbishop of Dublin.
- 1.2 **Funding:** The School is funded by the Department of Education and Skills (the "Department") and operates within the regulations laid down from time to time by the Department.
- 1.3 **Range of Classes:** The School is a co-ed Junior school. There are currently three classes at each level e.g. Junior Infants, Senior Infants, First Class and Second Class.
- 1.4 **Curriculum:** The School follows the curricular programmes prescribed by the Department which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998); subjects taught include Irish, English, Maths, Social, Environmental and Scientific Education (encompassing History, Geography and Science); Arts Education (encompassing Music, Visual Arts and Drama), Physical Education and Religious Education.

The School, within the context and parameters of the Departments' regulations and programmes, its status and ethos as a Catholic co-ed primary school, the rights of the Patron as set out in the Education Act and the funding and resources available, supports the principles of:

- (a) Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- (b) Equality of access and participation.
- (c) Parental choice in relation to enrolment.
- (d) Respect for the diversity of values, beliefs, traditions and ways of life in society.

2. Enrolment Policy

This policy is intended to provide prospective students and their parents/guardians with information to manage and guide their application to enrol with the school.

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2.1 **Application Procedure**

- (a) Children must be 3 years of age before their name will be entered onto a pre-enrolment list. Children must be at least 4 years of age by the 1st September in the year of entry into the school.
- (b) Parents / guardians who wish to enrol pupils in Junior Infants are asked to call to the School and fill in a pre-enrolment form.
- (c) A Registration Week will also be organised each year. Application for enrolment of children in classes other than Junior Infants can be made during the school year, with parents receiving a decision with 21 days of an application (for example, if newly resident in the area).
- (d) Allocation of places will complete within 21 days of the closing date for applications for enrolment in the following September. Places must be accepted in writing before a given date after which the place will be offered to the next child on the list. This will continue until all available places have been filled. This is set out in more detail in the Enrolment Criteria in paragraph 2.5 below.
- (e) In so far as we are able we will co-ordinate enrolment dates with the other schools in the Skerries Parish.
- (f) Children not offered a place are automatically transferred to the pre-enrolment list (to which the normal enrolment criteria will apply) for the following year.
- (g) Accepted incoming Junior Infants spend one informal period in School in June (in the year they have been enrolled to start school) to familiarise themselves with their new environment and to meet their teacher.
- (h) Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as the School's enrolment policy and agreements with other schools in the Skerries Parish.
- (i) Where misleading/untrue information is given the application is considered null and void and the School and B.O.M. reserves all rights including the withdrawal of any offer of a school place.

2.2 **Provision of Information**

Parents / guardians of prospective pupils wishing to enrol are required to provide the following details (and supporting proof where requested):

- (a) Pupil's name, age, gender and address.
- (b) Names and addresses of pupil's parents/guardians. Proof of address may be required. (Copies of two utility bills).
- (c) Parent / Guardian contact telephone numbers.
- (d) Additional or alternative Parent / Guardian contact telephone numbers in case of emergency.
- (e) Details of any medical conditions of which the School should be aware.

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- (f) Special needs (including educational, dietary or allergies) if any, together with available reports of any educational or other relevant assessments undertaken in respect of the child being enrolled.
- (g) Religious beliefs ((e.g. baptismal certificate) if any).
- (h) Birth Certificate.
- (i) Previous school attended (if any).
- (j) Any other relevant information (for example, first language/country of origin) as may be requested by the B.O.M.

It is the sole responsibility of parents / guardians to inform the School promptly of any change of address, telephone number or other relevant information / circumstances. Where information requested by the school remains outstanding, the relevant application will not be treated as complete until such time as such information has been received.

2.3 *Enrolment of Children with Special Needs*

In relation to applications for the enrolment of children with special needs, it is open to the B.O.M. to request a copy of the child's medical and / or psychological report or where such a report is not available, to request that the child be assessed immediately. The purpose of the assessment report is to assist the School in establishing the educational needs of the child, relevant to his/her disability or special needs, and to profile the support services required and the School's ability to provide such services.

The type of resources required may include for example, access to or the provision of any of a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture. The School may request a meeting with the parents of the child to discuss the child's needs and the School's suitability or capability in meeting those needs. It may be necessary (and the B.O.M. reserves the right to do so) for the B.O.M. to decide to defer enrolment of a particular child, pending the receipt of all relevant information the B.O.M. deems necessary in order for it to make a prompt and informed decision.

The School reserves the right to refuse enrolment of any pupil in cases where:

- (a) the pupil has special needs such that, even the additional resources available from the Department, the school cannot meet such needs and/or provide the pupil with an appropriate education;
- or
- (b) In the opinion of the B.O.M., the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

2.4 *Decision-making:*

The B.O.M. indicates that as a general principle and, in so far as practicable having regard to the School's enrolment policy, that children will be enrolled on application, provided that there is space available and subject to receipt of all requested information; in any event the B.O.M. will provide decisions in writing within 21 days of receiving a complete application. In the event that the number of completed application forms received for enrolment in any given class/ standard exceeds the number of places available the Enrolment Criteria listed below will be used to determine the order in which places are offered for enrolment.

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2.5 **Enrolment Criteria:**

Children will be offered places to fill available places, according to the then applicable Department guidelines on class size, strictly in accordance with the following order of priority:

- (a) Catholic children living in the parish and sisters and brothers of pupils in St. Patrick's Junior or Senior School;
- (b) Children of serving staff from St. Patrick's Junior or Senior School living outside the Skerries Parish.
- (c) Other children living in the parish.
- (d) Other children living outside the parish.

If the applications within categories exceed the number of places available, older children will have precedence.

2.6 **Right of Appeal**

Parents who are dissatisfied with an enrolment decision may appeal to the B.O.M. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving a refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. Details on appealing decisions on enrolment under section 29 of the Education Act are available on the Department's website at www.education.ie

3. **Code of Behaviour**

The B.O.M. places responsibility on Parents/ Guardians to ensure that their child(ren) co-operate with said policies in an age-appropriate way. In very serious cases of misbehaviour, a child may be suspended. Procedure in the case of a suspension will be strictly in accordance with National Educational Welfare Board guidelines. The Guidelines are available from the National Educational Welfare Board. A copy is also available in the school for examination. These policies may be added to and revised from time-to-time. Children enrolled in the school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation & management.

The School has a detailed Code of Behaviour a copy of which is provided to the parents or guardians of the applicants as per S.23 (4) of the Education Welfare Act 2000. Acceptance of the terms of the Code of Behaviour is a condition of enrolment in the school. Signature of the Enrolment Form by a parent will be deemed to be confirmation by the parent that they have received and accepted the Code of Behaviour.

This policy will be reviewed every two years by the Board of Management.

Reviewed and passed by the Board of Management on the 15th of March 2016.

Richard Hyland,
Chairperson.