

St. Joseph's School

Tivoli Road, Dún Laoghaire, Co. Dublin

Telephone: 01-2803504

E-Mail: office@dunlaoghaires.ie

Web: www.dunlaoghaires.ie



Enrolment Policy - October 2018

Introduction

St. Joseph's School is a Catholic Primary school under the patronage of the Archbishop of Dublin. It is a sixteen teacher school, including the Principal. It is a school for boys and girls. The range of classes taught are from Junior Infants to Sixth Class. There are Special Education Teachers available to help children who have learning difficulties or special educational needs. There is a special class for children who have a moderate learning disability. **Enrolment for the Special Class is dealt with in Appendix A of this document.**

The school depends on grants and resources provided by the Dept. of Education and Skills. It co-operates with regulations laid down by this Department. The school follows the curricular programmes prescribed by the Dept. of Education and Skills, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act 1998.

Procedures for Enrolment.

1. Parents/Guardians seeking to enrol their child(ren) in St. Joseph's N.S. Tivoli Rd. are requested to return a **completed Enrolment Application Form** (available from the office or on-line) with an **original Birth Certificate or Adoption Certificate or Passport** to the school before the second Friday in January each year. The Birth/Adoption Certificate/Passport will be copied and the copy kept on file in the school. **The original documents will be returned to parents.** Under the rules of the Department of Education and Skills pupils may only be enrolled from the age of four years and upwards.
2. Enrolment application forms will only be accepted for children who have reached their second birthday on the day the application is received in the school.
3. The names of children for whom Enrolment Application forms and Birth/ Adoption Certificates /Passports have been returned, will be placed on a class waiting list.
4. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances
5. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Joseph's N.S. also has a responsibility 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, acting in the best interest of all children. The Board of

Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. Department of Education and Skills maximum class average directives.
- b. Size of / available space in classrooms
- c. Educational needs of children of a particular age
- d. Multi-grade classes
- e. Presence of children with special educational/ behavioural needs

6. In the event of the number of children seeking enrolment in any given class exceeding the number of places available (due to the Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

- a. Brothers & sisters (including step-siblings, resident at same address) of children already enrolled - priority to oldest.
- b. Children living within the Roman Catholic Parish of Dún Laoghaire - priority to oldest.
- 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 Ordnance Survey map) if the child is normally resident outside the parish.

In the event of being unable to enrol a child(ren) from categories a, b, c or d, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c, d) for the subsequent school year over other children on the class waiting list.

7. There is a Registration Week in January of each year. Parents/Guardians will be offered a place for their child/children. Places must be accepted in writing by parents/guardians within 2 weeks of the date of offer. Acceptance forms will be sent out with offers of places. There will be a second, and subsequent, offer of places until all places are filled.

8. Other pupils will be enrolled during the school year only if newly resident in the area.

9. Pupils wishing to transfer from other schools are enrolled subject to the **Rules governing National Schools**, as well as our own school's enrolment policy. Information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.

10. Parents/Guardians must meet with the School Principal before their child can be enrolled in the school. In March/April annually there will be a meeting in the school for the parents of Junior Infants who are due to be enrolled at the start of the following school year.

11. New Junior Infants spend an informal period in school (1 hour approx.) in the school, at the end of June. This gives them an opportunity to familiarise themselves with their new learning environment.

12. **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. Prior to enrolment the Board of Management may 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 and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the N.C.S.E. to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. The child will be enrolled only when the necessary resources required are provided by the Department of Education and Science.

N.C.S.E. = National Council for Special Education

13. Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

14. Refusal to enrol a pupil

The Board of Management reserves the right to refuse enrolment to a pupil in either of the following circumstances (a) or (b)

(a) If the pupil has special needs such that, even with additional resources available from Department of Education & Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education.

(b) If, in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

15. Right of Appeal

If a child is refused enrolment by Board of Management the child's parents, if they wish to appeal the decision, should contact the Education Welfare Board. The Principal has responsibility for preparing a response to the Appeals Committee if and when an appeal is initiated.

16. School Policies

Children enrolled in our school are required to co-operate with and support the School's Code of Behaviour as well as with all other policies and guidelines on curriculum, organisation, and management. The Board of Management places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. Parents/ Guardians must sign the school's **Acceptance of Policies** form before their child/children can be enrolled in the school. School policies may be added to and revised from time-to-time.

17. In accordance with the Education (Welfare) Act, 2000 and the school's Code of Behaviour a child may be suspended or expelled from the school.

The Enrolment Policy of St. Joseph's School has been formulated in accordance with the provision of the Education Act 1998, in order to assist Parents in relation to enrolment matters. The Chairperson

of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy.

Margaret Brennan,
Chairperson Board of Management.
22nd October, 2018.

Pádraic Fay,
Principal.
22nd October, 2018.

Enrolment Policy - Appendix A - Enrolment to Special Class
April 2009

Enrolment Procedures for the Special Class

- (i) When a place becomes available in the Special Class children who are already enrolled in the school in mainstream classes will be given priority provided that they have been assessed, while in the school, as having moderate learning difficulties.
- (ii) If there are two or more children in category (i) above priority will be given to the child (children) who was first enrolled in a mainstream class in the school.
If there are 2 or more children who were enrolled in a mainstream class on the same day priority will be given to the older child (children).
- (iii) If a place/places become available, and is not taken up by a child/children in (i) above, the Special Class waiting list will be consulted. From the list priority will be given to a child/children who is/are the longest length of time on the Special Class waiting list, provided that they will not have reached their 11th birthday on the day of enrolment into the class.
If parents of a child who is on the waiting list in category (ii) decide not to accept a place in the Special Class, then the child's name will be placed at the end of the list for the following year.
- (iv) The procedure for inclusion on the Special Class waiting list is as follows:
 - *Parents must fill out Enrolment Application Form (available from the office.
 - *The application form, along with educational reports (psychological), showing that the child has moderate learning difficulties and a birth/adoption certificate for the child must be forwarded to the Principal of the school
 - *Parents will be invited to meet the Principal in the school.
 - *Following this meeting the child will be included on the waiting list for enrolment in the Special Class.

