



ADMISSIONS POLICY – REVISED NOVEMBER 2018

This policy is formulated in accordance with the provisions of the Education Act 1998 (as may be amended from time to time). It has formally been known as the Enrolment Policy. The Chairperson of the Board of Management (“BoM”) and the Principal will be happy to clarify any written queries received in relation to the policy. The BoM reserves the right to amend this Admissions Policy from time to time.

SECTION 1: GENERAL SCHOOL INFORMATION

1.1 DENOMINATION AND PATRON: SS Peter and Paul JNS (“the School”) is a Catholic, mixed junior primary school under the patronage of the Catholic Archbishop of Dublin.

1.2 MISSION STATEMENT: The Catholic ethos in the School has a long tradition as articulated by the BoM. The School strives to ensure that each child is valued for him / her self and is provided with the kind of opportunities that will cultivate the natural curiosity and sense of wonder which are at the heart of every child. Within this ethos, the School strives to promote the full and harmonious development of all aspects of our pupils – cognitive, physical, cultural, moral and spiritual. The Catholic school provides religious education for pupils in accordance with the doctrines, practice and tradition of the Roman Catholic Church.

Within the context and parameters of the Department of Education and Skills (“the Department”) regulations and programmes, its status and ethos as a co-educational Catholic primary school, the rights of the Patron as set out in the Education Act, and the funding and resources available, the school 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, languages and ways of life in society.

1.3 RANGE OF CLASSES: The school caters for 441 pupils (30/09/2018) in classes ranging from junior infants to second class.

1.4 FUNDING: The school is funded by the Department and operates within the regulations laid down from time to time by the Department. The school depends on the grants and

teacher resources provided by the Department and school policy must have regard to the funding and resources available.

1.5 CURRICULUM: The curricular programmes followed within the School are prescribed by the Department which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

1.6 SCHOOL DAY: The School opens for pupils at 9:00am (Monday – Friday). Formal lessons begin at 9:20am in the classes. The school day ends for Junior Infants and Senior Infants at 1:40pm and at 2:40pm for 1st class and 2nd class.

1.7 CLASS SIZE: While recognising the right of parents to enrol their child in the school of their choice, the BoM of the School has the responsibility to respect the rights of the existing school community and in particular, the children already enrolled. The BoM reserves the right to determine the maximum number of children in each class level / classroom, bearing in mind:

- a) Size of / available space in classroom and supporting services / infrastructure
- b) Educational needs of children of a particular age
- c) The Department maximum class average directives
- d) The Health and Safety Policy of the school
- e) The current Staffing Schedule issued by the Department

Taking the above into consideration, the BoM deems a class level full when there are 112 students (maximum) enrolled in that level.

SECTION 2: APPLICATION PROCEDURE AND DECISION MAKING PROCESS

This policy is intended to provide the parent(s) / guardian(s) of prospective pupils with information to manage and guide their application to enrol with the School.

2.1 ENROLMENT PROCEDURE:

2.1.1 INTRODUCTION:

- Enrolment of pupils for the Junior Infant classes will take place yearly over a period of time (“the Registration Period”) decided and designated by the BoM. This period will be made known at Mass, school notices, school website, parish bulletin, school banner or other appropriate means sanctioned by the BoM.
- A registration week will also be organised yearly at the start of the Registration Period.
- Parent(s) / guardian(s) who wish to enrol pupils at the School are required to do so in person at the school premises in Chapel St., Balbriggan, Co. Dublin where they will fill in an application form. Application must be in person and by parent(s) / legal guardian(s) only. Applications for Junior Infant places must be made prior to the closing date stipulated.
- Allocation of places will complete within 21 days of the closing date for applications for enrolment in the following September.

- Notification of offer / refusal of Junior Infant entrant places are in writing, by post, 21 days after the closing date for applications. Offers of places for Junior Infants must be accepted in writing before the date stipulated on the letter from the School. If this letter of acceptance is not received by the School prior to the date stipulated, the place will be immediately offered to the next child on the waiting list. This will continue until all available places have been filled
- In the event of the waiting list being cleared after all children on the list compiled during the registration period have been offered a place, places may then be offered to the next applicant in order of application.
- Accepted incoming Junior Infants spend one informal period in School, usually in May / June of the year they have been enrolled to start school. This is to allow children familiarise themselves with their classroom and their new teacher (where possible). Parent(s) / guardian(s) are requested to inform the School in the event that their child / children are unable to attend this informal period.
- Pupils may transfer to the School from other schools within / outside the State subject to the School Transfer Policy as detailed in “Section 3 Pupil Transfer”.
- If a place is not available for a child, the Parent(s) / legal guardian(s) have the right to appeal this decision to the Department – please see “Section 4: Right to Appeal”.
- If a place is not available for a child on behalf of whom an application is being made for the following September’s Junior Infant intake, a list of applicants will be compiled in accordance with the enrolment criteria below, from the pupils on whose behalf a fully completed application was provided prior to the Junior Infant registration closing date. This list will be maintained until the 30th September of the year the application was made. Parent(s) / guardian(s) will be informed where they are on the waiting list of applicants.
- Parent(s) / guardian(s) should understand that they are completing an application form and in so doing, do not guarantee a place for their child in the School.
- Where misleading / untrue information is given, the application is considered null and void and BoM reserves all rights including withdrawal of any offer of a school place.

2.1.2 PROVISION OF INFORMATION

- (i) **A specific application form** that provides key information about the child must be completed by parent(s) / legal guardian(s) of prospective pupils wishing to apply for enrolment. The application form must be fully completed and required details include:
- a) Pupil’s name, address, gender, date of birth and PPS number
 - b) Name(s) and address(es) of pupil’s parent(s) / guardian(s)
 - c) Contact telephone numbers of parent(s) / guardians(s)
 - d) Additional or alternative contact telephone numbers in case of emergency
 - e) Religious beliefs (if any)
 - f) Details of any medical conditions of which the school should be aware
 - g) Details of any special / additional 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 for whom the application to enrol is being made.

- h) Previous school attended (if any), and the reason for transfer if applicable
- i) Relevant information, if applicable, regarding custody, access arrangements and Court Orders pertaining to the child for whom the application to enrol is being made.
- j) Any other relevant information (for example, first language / country of origin) as may be requested by the BoM.

(ii) The following documents must be included with a completed application form.

- a) Completed application form
- b) Original birth certificate
- c) Proof of address dated within the last 6 months (e.g. utility bill, bank statement – amounts may be redacted)

2.1.3 NOTES TO THE ADMISSION PROCEDURE

- An application will not be treated as complete until such time as all the requested information and documentation above is received and in order. Where any information and / or documentation requested by the School remains outstanding, the relevant application will not be treated as complete until such time as such information has been received.
- It is the sole responsibility of parent(s) / guardian(s) to inform the School promptly of any change of address, telephone number or other relevant information / circumstances.
- It remains the responsibility of the parent(s) / guardian(s) to ensure that they receive and return a fully completed application form by a date set out by the BoM each year. The BoM will make a decision in respect of the receipt of a fully completed application.
- Application for enrolment of children in classes other than Junior Infants (transfers from other school within / outside the state) may be made at any time during the school year, with parents receiving a decision within 21 days of an application. (See 'Section 3: Pupil Transfer')
- **Closing date for receipt of fully completed application forms for new entrants to begin Junior Infants at the start of the academic year 2019/2020 is Friday January 18th 2019. These application forms will be held on file until 30th September 2019.**
- **Please note: Children who do not receive a place for September 2019 and wish to apply for September 2020 must follow the admission procedure again for that year.**
- **A waiting list of applications for Junior Infant places ceases to operate on October 1st 2019.**
- **Waiting lists for school transfers are maintained for the academic year in which the application was made. New transfer waiting lists are initiated on the first day of school annually. Parent(s) / guardian(s) must recomplete the transfer application in the following year should they still wish to apply for a school transfer.**

2.1.4 DECISION-MAKING

Decisions in relation to applications for admission are made by the BoM in accordance with the School policy. As a general principle, and in so far as practicable having regard to the School's Admission Policy, children will be enrolled on application, provided that there is space available and subject to (a) receipt of all requested information and required documentation; (b) confirmation in writing that the School Code of Behaviour is acceptable to them and their child / children (see Section 5 Code of Behaviour).

Where the number of completed applications received for enrolment into Junior Infants exceeds the number of places available for Junior Infants in the coming academic year, the BoM shall use the listed Enrolment Criteria below in decision making, in the following order, to determine the order in which places are offered:

a) An initial cut-off point of 4 yrs. of age on April 30th 2019 will be applied (child date of birth will be equal or prior to April 30th 2015)

b) Brothers and sisters of children currently enrolled in the School, brothers and sisters of children currently enrolled in St. Molaga's SNS, Balbriggan, Co. Dublin. Children whose parent or parents are employed as staff members in the School or in St. Molaga's SNS, Balbriggan, Co. Dublin.

***NB:** If the number of these children exceeds the number of places available then places will be allocated on the basis of age starting with the eldest.*

c) All children who live in the town of Balbriggan – as evidenced from a Balbriggan postal address listed on the provided proof of address dated within the 6 months prior to the application date listed on the application form.

***NB:** If the number of these children exceeds the number of places available then places will be allocated on the basis of age starting with the eldest.*

d) All children who apply to the School and are residing outside of the town of Balbriggan – as evidenced from an town other than Balbriggan listed on the provided proof of address dated within the 6 months prior to the application date listed on the application form – are entitled to a place if there are vacancies after the groups from (a) to (c) have been allocated places.

***NB:** If the number of these children exceeds the number of places available then places will be allocated on the basis of age starting with the eldest.*

2.1.5 ENROLMENT OF CHILDREN WITH SPECIAL AND / OR ADDITIONAL NEEDS

In accordance with principles underlying the Education for Persons with Special Educational Needs Act 2004, the school shall adhere to the following:

“A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with:

(a) the best interests of the child as determined in accordance with any assessment carried out under this Act, or

- (b) the effective provision of education for children with whom the child is to be educated” [Section 2, Education for Persons with Special Educational Needs Act (:2003)]

In relation to applications for the enrolment of children with special and / or additional needs, the BoM requires a copy of the child’s psychological and medical services professional reports if available. If such reports are not available, the BoM may request that the child be assessed immediately. The purpose of the assessment report is to assist the School in establishing the educational and / or care needs of the child arising from his / her identified disability or special / additional 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, support from the SET team within the School, Inclusion Support Assistant (previously known as a Special Needs Assistant), specialised equipment or furniture. The school may request a meeting with the parent(s) / guardian(s) of the child to discuss the child’s needs and the School’s suitability and / or capability in meeting those needs. The BoM reserves the right, where it deems it necessary, to defer the enrolment of a particular child, pending the receipt of all relevant information the BoM deems necessary in order for it to make an informed decision.

2.1.6 REFUSAL TO ADMIT ON THE GROUNDS OF EXCEPTIONAL CIRCUMSTANCES

The BoM reserves the right to refuse admission of any pupil in exceptional circumstances identified as:

- (a) the pupil has special needs such that, even with 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 BoM, the pupil poses an unacceptable risk to other pupils, school staff and / or school property.

SECTION 3: PUPIL TRANSFER

Pupils may transfer to the school subject to the School Transfer Policy which is as follows:

In the event that the class level in which the pupil wishes to be enrolled is deemed being full, the pupil’s name will be placed on the relevant list of children who may be admitted should a place become available in this class level. A class level is deemed full according to the criteria outlined earlier in the Admissions Policy.

As a place becomes available, the next child on the waiting list is offered a place subject to the School Admissions Policy as detailed in “Section 2 Application Procedure and Decision Making Process”.

Note, the School must be provided with a fully completed application form along with the required documentation as detailed in Section 2.1.2 Provision of Information, part (ii):

- a) Completed application form
- b) Original birth certificate

- c) Proof of address dated within the last 6 months (e.g. utility bill, bank statement – amounts may be redacted)

SECTION 4: RIGHT OF APPEAL

Parent(s) / guardian(s) have the right of appeal against a decision to refuse admission. In line with relevant legislation and the procedures outlined by the Department (current at time of ratification of this policy), parent(s) / guardian(s) must first appeal to the BoM in writing, addressed to “the Chairperson of the Board of Management, SS Peter and Paul JNS, Chapel St., Balbriggan, Co. Dublin”, stating the grounds for the appeal, and lodged within 10 days of receiving a refusal. Parent(s) / guardian(s), if unhappy with the result of this appeal, may appeal to the Department under Section 29 of the Education Act on the official form provided by the Department. Full details on appealing decisions of admission under section 29 of the Education Act are available on the Department website at www.education.ie

SECTION 5: CODE OF BEHAVIOUR

Parent(s) / guardian(s) of child seeking to enrol must read the School Code of Behaviour (“the Code”) and as a condition of enrolment of their child, must confirm in writing that the Code is acceptable to them and their child / children.

The BoM places responsibility on parent(s) / guardian(s) to ensure that their child / children co-operate with the Code and related 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. These 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 Code as well as other policies on curriculum, organisation and management.

The Code is provided to the parent(s) / guardian(s) of making an application for a place in the School on behalf of their child / children as per S.23 (4) of the Education Welfare Act (2000). Acceptance of the terms of the Code is a condition of enrolment in the school. Signature of the Admissions form by a parent(s) / guardian(s) will be deemed to be confirmation by the parent that they have received and accepted the code.

SECTION 6: RATIFICATION

This policy will be reviewed annually by the BoM. This version of the policy was ratified by the BoM on _____ (date).

Date of next review: _____

Signed: _____ Date: _____

Chairperson of the Board of Management.