

ENROLMENT POLICY

In formulating the Enrolment Policy for S.S. Peter & Paul, the B.O.M. has done so in accordance with the provisions of the Education Act, 1998.

Should Parents/Guardians need clarification of any matters arising from the policy, the Chairperson of the B.O.M. Mrs. Bairbre Curtis, Ph. 8411017 and the Principal Teacher, Mrs. Ilona Frayne, School Ph. 8412670 will be happy to assist.

GENERAL SCHOOL INFORMATION

- * S.S. Peter & Paul is a Catholic, mixed junior primary school under the patronage of the Catholic Archbishop of Dublin. The school caters for 468 pupils (30/09/14) in classes ranging from J.Infants - 2ndClass.
 - 1 Administrative Principal
 - 16 Class teachers
 - 4 LS/RT Teachers
 - 1 Language Support Teacher

- * Our 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.

- * The Catholic ethos in our school has a long tradition, as articulated by the Board of Management and has been primarily attended by Catholic children.

- * S.S. Peter & Paul School operates within the regulations laid down from time to time by the Department of Education and Science and in accordance with its own Catholic ethos. The school depends on the grants and teacher resources provided by the Department of Education and Science and school policy must have regard to the funding and resources available.

- * The curricular programmes followed within the school are prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998).
- * Within the context and parameters of the Department regulations and programmes, the right 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 in the school
 - (c) parental choice in relation to enrolment
 - (d) respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- * 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.

THE PROCEDURES

- * Parents/Guardians who wish to enrol pupils in S.S. Peter & Paul are required to do so at the school. Enrolment of pupils for the Junior Infant classes will take place at a designated time. This will be made known at Mass, school notices, parish bulletin, and by other appropriate means sanctioned by the Board of Management.

Enrolment must be in person and by Parent/Legal Guardian only.

- * A specific enrolment form that provides key information about the child must be completed by parents/legal guardians. These details include:
 - (a) Pupil's name, address and date of birth
 - (b) Names and addresses of pupil's parents/guardians

- (c) Contact telephone numbers
 - (d) Contact telephone numbers in case of emergency
 - (e) Religion
 - (f) Details of any medical conditions/disabilities/Special Educational Needs that the school should be aware of
 - (g) Previous schools attended (if any), and the reason for transfer if applicable.
 - (h) Relevant information, if applicable, regarding custody, access arrangements and Court Orders pertaining to the student.
- * The recommended day for admitting Junior Infants is the opening day in September of each school year.
 - * The Board's policy allows flexibility in enrolling transferring pupils at other times during the school year.
 - * **Completion of application form for enrolment does not guarantee a place in the school.**
 - * **Closing date for receipt of fully completed application forms for school year 2015/2016 is Friday 9th January 2015. These application forms will be held on file until 30th Sept. 2015. If required a NEW APPLICATION will have to be made for the following year.**

THE PROCEDURES ON BEING OFFERED A PLACE

- * Notification of offer/refusal of school place is in writing, by post, 21 days after official registration closing date
- * If a place is not available for a child, the Parent/Guardian has the right to appeal this decision to the DES.
- * If/When a place is offered for your child, that place must be accepted in writing, together with an administration fee by a stipulated date.
- * If this is not complied with, the place will be immediately offered on to the next child on the waiting list.

THERE ARE NO EXCEPTIONS TO THIS!!!

Pupils Transferring

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

- * In the event of the school being oversubscribed, children's names are placed on the appropriate class waiting list. As a place becomes available the next child on the list, resident in Balbriggan but attending school outside Balbriggan, is offered this place.
- * When a child is enrolled in the school his/her siblings automatically receive the next available place on waiting list. This only applies to pupils transferring from schools outside Balbriggan.
- * The school must also be provided with information concerning the pupil's previous attendance and educational progress prior to enrolment.

School Code of Behaviour

- * Parents/Guardians of child to be registered must read Code of Behaviour and as a condition of registering the child, must confirm in writing that the code is acceptable to them and their child/children.

Decisions in relation to applications for enrolment are made by the Board of Management of S.S. Peter & Paul in accordance with school policy.

As a general principle, and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available. Where applications for enrolment exceed available space, the Board shall apply the listed criteria in decision-making, in the following order:

An initial cut-off point of 4yrs of age on March 31st 2015 will be applied.
To all children who fall into that category, the following will then be applied:

- (1) Children of Staff
- (2) Brothers and sisters of children currently in S.S. Peter & Paul J.N.S.
Brothers and sisters of past pupils of S.S. Peter & Paul J.N.S currently
in St. Molaga's S.N.S.
Catholic children who live within the town of Balbriggan.
- (3) Catholic children who live outside the town of Balbriggan and do not
have a Catholic School in their parish
- (4) All children who live within the town of Balbriggan but are not
Catholic applying for a placement are entitled to a place if there
are vacancies after the groups from (1) to (3) have been allocated
places.
- (5) All children who apply to the school and are Catholic or non-Catholic
and not residents within the town of Balbriggan are entitled to a place
in the school if there are vacancies in the school after the groups from
(1) to (4) have been allocated places.

**Filling the above criteria does not automatically
guarantee a place as children will be accepted strictly in
chronological order (oldest first) within each category.**

Applications will not be accepted without the following:

- * Birth Certificate (Original)
- * Baptismal Certificate - Original (where applicable)
- * Proof of Address – recent utility bill
- * PPSN
- * All information/documentation regarding any medical,
emotional or psychological condition.

SPECIAL EDUCATIONAL NEEDS

- * Principles of equality and the constitutional rights of all will be upheld by the school's enrolment of children with disabilities or other special educational needs in accordance with the Education for Persons with Special Educational Needs Act 2004.
- * In Accordance with 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 2004.
- * The Board may need to defer enrolment of a particular child pending the receipt of additional or more recent assessment reports, or the provision of appropriate resources by the DES to meet the needs of the child.

New entrants to the school:

- * The Board of Management shall request a copy of the child's Psychological and/or Educational assessment Report/Medical Report. Following receipt of the report, the Board shall assess how the school could meet the needs specified in the report. The same procedures will then be put in place as per children already enrolled. (details pg.4 paragraph 1, section (b))
- * The school shall meet with the parents of the child and discuss the child's needs and the school's suitability or capability in meeting those needs. A full case conference involving all parties may be held,

to include parents, Principal, class teacher, learning support teacher, resource teacher for special needs, SENO, psychologist, other medical professionals, as appropriate.

- * Where the Report recommends that further resources are required, the Department of Education and Science must ensure that these are made available to the school before admission takes place. These resources may include access to the provision of any or a combination of the following: visiting teacher service; resource teacher for special needs; special needs assistant; specialised equipment or furniture; transport services or other.

Approved by Date
Chairperson B.O.M.

Date to be reviewed: September/October 2015