



ENROLMENT POLICY

This policy will be communicated to staff and the school community as appropriate and will be subjected to yearly review, unless there is a compelling reason to review it earlier.

Ratified on 23rd October 2018

Review Date: October 2019

St Brigid's NS
Greystones, County Wicklow
Phone: 01-287-6113
Email: office@stbgns.ie

Enrolment Policy

INTRODUCTORY STATEMENT

This policy was formulated by the Board of Management, principal and teaching staff of St Brigid's NS in consultation with representatives of the Parents' Association and in accordance with the provisions of the Education Act 1998.

We trust that this policy will inform parents about the school's enrolment process. The chairperson of the board and the principal will be happy to clarify any questions arising from this policy.

GENERAL INFORMATION

School Details

Name: St Brigid's National School

Address: Trafalgar Road, Greystones, County Wicklow

Phone: 01-287-6113

Email: office@stbgns.ie

Website: www.saintbrigidsgreystones.ie

St Brigid's NS, Greystones, is a Catholic co-educational primary school under the patronage of the Catholic Archbishop of Dublin and the trusteeship of the Sisters of the Holy Faith. The Board of Management manages St Brigid's NS on behalf of the patron and in accordance with the Rules for National Schools (Department of Education and Skills). The Board of Management is responsible for the direct governance of the school.

St Brigid's NS caters for pupils from Junior Infants to Sixth Class.

For the school year 2018-2019, St Brigid's NS staff is comprised of nineteen mainstream class teachers, six full-time and one part-time Special Educational Needs teachers, an administrative principal and five Special Needs assistants.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall . . . Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

Education (Admissions to Schools Act) 2018. Amendment of section 15 of Act of 1998 5. Section 15 of the Act of 1998 is amended in subsection (2)(d)— (a) by the substitution of “subject to this Act, publish the admission policy of the school” for “publish, in such manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs.

Goals

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

Context

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent’s choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student.

Curriculum

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. The school implements the Religious Education Programme prescribed by the Catholic Archdiocese of Dublin.

Funding

St Brigid's NS is funded by grants provided by the Department of Education and Skills and operates within the regulations laid down by this department. This funding is supplemented by voluntary contributions from parents and contributions from the Parents' Association raised through fundraising events. All policies prescribed by the Board of Management of St. Brigid's NS are subject to the resources and funding made available to it by the Department of Education and Skills.

Characteristic Spirit and Ethos of the School

As a Roman Catholic school, our aim is to provide primary education of a high quality for all our students in a happy, safe and stimulating Christian environment.

Our vision is of a learning community where each child is valued and cared for as a unique individual.

ENROLMENT

Equality of access is the key value that determines the enrolment of children in St Brigid's NS. The Board of Management also considers the overall good of all the children in the school as well as Department of Education and Skills funding and resources.

St Brigid's NS supports the principles of inclusivity, equal access and participation in the school, parental choice in relation to enrolment, and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Procedure for Enrolment of Junior Infants

- Notices with details of application for enrolment dates, venues and required documentation are posted on the schools and parish websites.
- Application for enrolment can be made through the school secretary every school day during the first two school weeks of November (in 2018, this is Monday, 5th November to Friday, 16th November at 12 noon). Applications can only be lodged for children starting in Junior Infants the following September (i.e. application forms lodged in November 2018 are for children joining Junior Infants in September 2019).
- The school secretary will give parents/guardians an application for enrolment form to complete. Parents are asked to return it, along with the child's birth certificate and two proofs of address dated within three months of application (one proof of address must be a utility bill) to the school secretary by 12 noon on Friday, 16 November 2018. For children whose parents are in the process of moving into the parish, a letter from the estate agent or solicitor confirming proof of home purchase in the area will be required.

Application forms can also be downloaded from the school's website (www.saintbrigidsgreystones.ie).

- Parents/guardians are notified of the board's decision on the enrolment of their child/children no later than twenty-one days after the closing date, in accordance with Section 19.3 of the Education (Welfare) Act 2000 (i.e. by Friday 7th December 2018).

Selection Criteria

Parents/Guardians should be aware of the following enrolment criteria which apply to the admission of children to Junior Infants to St Brigid's NS.

Places will be offered to those who have submitted a completed application for enrolment by 16 November 2018, in accordance with the selection criteria listed below.

In the event that the applications for enrolment exceed the number of places available in any of the categories listed, priority will be given to the oldest applicant according to date of birth in each category.

Late applications (i.e. applications received after 16 November 2018) will be placed on a waiting list in the category to which they belong. If a place becomes available it will be offered to the late applicant, in accordance with the selection criteria below.

Category	Criterion
1	Siblings: Children born on or before 30 th April 2015, who have a brother or sister currently enrolled in St Brigid's NS.
2	Staff: Children born on or before 30 th April 2015, of a parent on the permanent staff of the school for the school year 2018-2019.
3	Catchment Area: Children born on or before 30 April 2015, resident within the parish/catchment area at the time of application and formal enrolment.
4	Younger Children in Catchment Area: Children born after 30 April 2015, who would qualify under categories 1, 2 or 3 above.
5	Outside Catchment Area: Other children living outside the parish/ catchment area.

Procedure for Enrolment to Senior Infants to 6th Classes

Parents/guardians seeking to transfer their child to St Brigid's NS will be asked to complete an enrolment application form and to supply the following information from the child's previous school:

- Information concerning the child's educational progress and copies of the child's school reports
- Copies of any other relevant reports;
- The child's record of attendance.

All decisions regarding admission to the school will be made by the Board of Management in accordance with this enrolment policy.

Criteria for Enrolment to Senior Infants to 6th Classes

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6 classes.

Priority	Criterion
1	Children of brothers and sisters currently enrolled in the school.
2	Children of a parent on the permanent staff of the school.
3	Children resident within the parish /catchment area.
4	Children who are moving to the parish/ catchment area.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

Note:

- i. The term 'parish' refers to the area as advised by the parish office of Holy Rosary & St Kilian (see attached list).
- ii. The term 'application for enrolment' refers to a written enrolment request on the school's official application for enrolment form. It does not constitute an offer of a place in the school.
- iii. The term 'brother or sister' refers to children who share a parent, guardian or foster parent.

Rules from the Department of Education and Skills state that pupils may only be enrolled from the age of four, however compulsory attendance does not apply until the age of six.

Children will be admitted to Junior Infants on the first school day of the Autumn Term only and not throughout the year, unless transferring from another school.

When parents are notified that their child has a place in Junior Infants in St Brigid's NS, they will be asked to inform the school if their child has special educational needs.

Parents will be asked to confirm their acceptance of a place in the school in writing within seven days of receiving their offer.

New Junior Infants will spend one informal period in school to familiarise themselves with their new surroundings. Parents will be notified in advance of this date.

Enrolment of Children with Special Needs

The Board of Management will request a copy of the medical and/or psychological reports of any child who has, or who is subsequently identified to have, a special need, only after a place in the school has been accepted. If such reports are not available, the board will request that the child is assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational or physical needs of the child. An application will then be made to the Special Education Needs Organiser for resources/equipment.

In exceptional circumstances, the Board of Management reserves the right not to enrol a child who would otherwise be entitled to a place.

Policy Considerations

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St Brigid's NS must respect the rights of the existing school community and in particular the rights of the children already enrolled. The board will exercise balanced judgement, be guided by the principles of natural justice and will act in the best interests of all children.

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

- space available;
- presence of children with special educational/behavioural needs;
- educational needs of children of a particular age; and
- Department of Education and Skills' schedule of enrolment (pupil–teacher ratio)

Right to Appeal

The parents/guardians of any child who has been refused enrolment for any reason are entitled to appeal that refusal pursuant to **Section 29** of the Education Act 1998, within forty-two days of receiving the school's decision on admission. In such circumstances, parents/guardians are advised in writing of their entitlement to such an appeal.

ADDITIONAL INFORMATION

Roles and Responsibility

The principal, secretary and Board of Management are responsible for implementing this policy at all times.

Timeframe for Implementation

This policy has been in operation and will continue to be implemented.

Additional Documentation

- Application for enrolment form for Junior Infants
- Application for enrolment form for other classes.
- Permission form, which allows for example, a child to go on school outings in local area, for the child's photograph to go on school notice boards and for the child's photograph to go on school website (unnamed in a group).
- Code of Behaviour.

- List of areas on parish register of Holy Rosary & St Kilian.

Ratification, Communication and Review

The Board of Management has ratified this enrolment policy. It will be published on the school website (www.saintbrigidsgreystones.ie) and a copy will be made available to all school personnel, The Parents' Association, the Patron and to parents on request. A copy of this policy will also be made available to The Department of Education and Science if requested. This policy will be subjected to yearly review, unless there is a compelling reason to review it earlier.

Signed: *Tom Sherlock*

Date: 23rd October 2018

(Chairperson, Board of Management)