

Enrolment Policy

(Updated March 2011)

Scoil Aonghusa Junior is a Roman Catholic Primary school under the patronage of the Catholic Archbishop of Dublin. It caters for boys and girls from Junior Infants to Second class.

The current enrolment is 188 pupils. There are 16 teachers on the staff as follows:

Principal, ten mainstream class teachers, one Support Teacher, two Learning Support Teachers, a Resource Teacher and one English Additional Language teacher. Scoil Aonghusa Junior shares a Home School Community Liaison Teacher with Scoil Aonghusa Senior.

The staff level is determined each year by the number of pupils validly enrolled on 30th September of the previous year.

As well as paying the salaries of the teaching staff and special needs assistants, the Department of Education and Science provides funding to Scoil Aonghusa Junior including:

- The annual capitation grant, which is based on the pupil enrolment, and is used for the upkeep and general maintenance of the school.
- Supplementary grants, including grants under the school's disadvantaged (D.E.I.S.) status. These funds are used to provide a range of educational services for all our pupils and also to support pupils with special needs.

The Board of Management is accountable for the spending of all monies issued to it by the D.E.S. and for any monies raised within the school to supplement Department funding.

The Board of Management runs the school in accordance with the Rules for National Schools and in compliance with circulars issued from time to time by the Department of Education and Science.

The school follows the curriculum 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).

Equality of access is the key value that determines the enrolment of children in Scoil Aonghusa Junior. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the right of parents to enroll their child in the school of their choice, the Board of Management of Scoil Aonghusa Junior has the responsibility to respect the

rights of the existing school community and in particular, the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all the children and with due regard to the B.O.M's responsibilities and obligations regarding Safety, Health and Welfare at Work 2005. Ref. Scoil Aonghusa Junior Safety Statement (2009)

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

- a) The size/available space in classrooms.
- b) Educational needs of children of a particular age.
- c) Multi-grade classes.
- d) The presence of children with special educational/behavioral needs.
- e) Department of Education maximum class average directives (currently a maximum average of 20 children).
- f) Safety, Health and Welfare at Work Act (2005) obligations

Procedures for enrolment.

- Applications for enrolment in Junior Infants starting in September are taken from the first week in February each year. Parents are notified by letter sent from the school and by a notice in the parish newsletter.
- Applications for enrolment are accepted for children who are four years of age or will have reached their fourth birthday by 15th September the year they wish to start school.
- **The parent or guardian must call in person to the school to fill in an enrolment application form. They must bring their child's birth certificate and pps number (personal public service number). Catholic parents must also bring a copy of the child's baptismal certificate.**
- The following details will be recorded on the enrolment application form:
 - *Pupil's name, date of birth and personal public service number.*
 - *Names and addresses of the pupil's parents/guardians*
 - *Contact telephone numbers*
 - *Telephone numbers in case of emergencies*
 - *Details of any medical conditions that the school should be aware of.*
 - *Religion*
 - *Details of any assessments (Paediatric, Psychological, Occupational Therapy, Speech and Language etc.) the pupil may have had.*
 - *Previous schools attended, if any, and reasons for transfer, if applicable.*

- *Class in last school attended.*

The names of children for whom enrolment application forms have been completed are placed on a waiting list.

The closing date for applications is 30th April.

As a Roman Catholic School, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

Enrolment applications are prioritised and places allocated according to the following criteria:

- 1) Brothers and Sisters of children in the school
- 2) Catholic children of the parish (including children of the Travelling Community resident within parish)
- 3) Catholic children who live outside the parish and do not have a Catholic school in their parish.
- 4) All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups (1) to (3) have been allocated places.
- 5) All children who apply to the school and are not Catholics and are not resident within the parish boundaries 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.
- 6) If at any stage of the above the number of applications exceeds the number of places available priority is given to the oldest children.

New Junior Infants are invited with their parents/guardians to the school in mid-June to meet their class teacher and familiarise themselves with their new environment. An information meeting for Parents/ Guardians is held while the children are meeting their teachers. Parents/Guardians receive a copy of the school's Code of Behaviour/Anti-Bullying Policy (2010) and must agree in writing to support this policy. Additional Parent/Guardian meetings are held early in September to assist with the transition to school.

Junior Infants starting school for the first time may only be admitted during the month of September. Junior Infants transferring from other schools at other times

during the school year may be admitted provided there is space and the conditions for pupils transferring from other schools (outlined below) are fulfilled.

Pupils with Special Education Needs (S.E.N)

In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical, psychological report(s), or other relevant reports.

Where such a report(s) is not available, the Board of Management will request that the child be assessed immediately.

Contact will be made with the appropriate service for an assessment of the child's special needs: e.g. Special Educational Needs Organiser, N.E.P.S. Psychologist or other recognized psychologist/speech therapist/occupational therapist, Lucena Clinic, Millbrook Lawns Health Centre etc.

The purpose of the assessment report is to assist the school in establishing the educational and care needs of the child and to profile the support services required.

Following the receipt of the report(s) the Board will assess how the school can best meet the needs specified in the report. Where the board deems that further resources are required it will, prior to enrolment, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

The school will meet the parents of the child to discuss the child's needs and the schools suitability or capability in meeting these needs.

A full case conference, which may include parents(s)/guardian(s), Principal, class teacher, remedial teacher, special class teacher, resource teacher for special needs and school psychologist shall be convened should management deem this as appropriate.

It may be necessary for the Board of Management to decide to defer the enrolment of a child pending:

- a) *The receipt of an assessment report.*
- b) *And or the provision of appropriate resources by the Department of Education & Science to meet the needs specified in the psychological and/or medical report.*

Pupils transferring from other schools.

Pupils may transfer to Scoil Aonghusa Junior from other schools at anytime, subject to school policy and available space and in some cases the approval of the Board of Management.

Parents of pupils transferring are asked to provide the following:

- a) Copy of child's birth certificate.
- b) Copy of child's baptismal certificate (Catholic children)
- c) Letter of transfer from previous school giving details of child's attendance.
- d) Report of the child's educational progress.
- e) The child's pps number

If the child has special educational needs or has a disability any available reports from relevant professionals should be given to the school so that the school can decide how it can meet the child's needs and seek appropriate resources from D.E.S. to ensure a positive outcome for all concerned.

Refusal to enrol.

If a parent is refused permission to enrol their child in Scoil Aonghusa Junior they have the right to appeal the decision under section 29 of the Education Act, 1998. The details of the appeals procedure are outlined in circular 22/2002 from The Department of Education And Science.

Children enrolled in our 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 and management.

The Board of Management places parents/guardians responsible for ensuring that their child(ren) co-operate with the said policies in an age-appropriate way. In accordance with the Department of Education's Rules for National schools these policies may be added to and revised from time-to-time.

Parents/guardians of pupils applying to enrol in Scoil Aonghusa Junior shall be presented with copies of the school's Code of Behaviour (2010) and given time to study it. Relevant sections of the Code must be discussed with their child. Parents/guardians are required to sign an undertaking to comply with and support the Principal and staff in making that code operative and effective in the school.

**Mr. T. Nolan
Chairperson B.O.M**

Date: March 2011