

**THE BOARD OF MANAGEMENT**  
**St. Attracta's Junior National School**  
**Meadowbrook**  
**Dundrum**  
**Dublin 16**

[www.stattractasjns.ie](http://www.stattractasjns.ie)  
[stattractasjns@gmail.com](mailto:stattractasjns@gmail.com)



## **ENROLMENT POLICY 2019/2020**

December 2018





**THE BOARD OF MANAGEMENT**  
**ST. ATTRACTA'S JUNIOR NATIONAL SCHOOL**  
**MEADOWBROOK**  
**DUBLIN 16**



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**ENROLMENT POLICY FOR ALL APPLICATIONS**  
**FOR ACADEMIC YEAR 2019/ 2020**

**General Introduction**

St. Attracta's Junior National School is a Catholic school under the patronage of the Archbishop of Dublin and caters for boys and girls from Junior Infants to Second Class. 'The school has a Catholic ethos inclusive of pupils of different persuasions whose religious outlooks are respected. Acknowledging that parents are the primary educators, we are inspired by a shared vision of excellence and we espouse a partnership approach. While we value high academic achievement, the social, personal and moral development of our pupils is of primary importance and we view the school as a learning organisation which is open to change and innovation while cherishing the best educational, cultural and religious traditions of our society.' (Mission Statement; St. Attracta's J.N.S.)

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004), other relevant equality legislation and the Education (Admissions to Schools) Act 2018. We follow the curricula laid down 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 depends on the grants and teacher resources provided by the Department of Education & Skills.

The enrolment policy of St. Attracta's J.N.S. supports the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, religions, traditions, languages and ways of life in society

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 seeker status, religious beliefs, political beliefs and values, family or social circumstances.

While recognising the right of parents/guardians to enrol their child in the school of their choice, the Board of Management of St. Attracta's J.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 and acting in the best interest of all children. While all applicants shall be admitted unless the school is oversubscribed, the Board of Management reserves the right to determine the maximum number of children in each separate class, bearing in mind

- Size of / available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational needs
- The desire to maintain a pupil population consistent with the current DES Pupil/Teacher Ratio which is 26:1, with no individual stream exceeding 89 children.
- D.E.S. regulations governing the appointment and retention of teachers in primary schools

### **Application Criteria**

**List 1: (Priority to List 1 Applicants)** - Brothers and sisters (including stepsiblings, resident at the same address) of children who attend / attended St. Attracta's Schools, children living within the geographical parish boundaries of Meadowbrook & the children of Staff (See Appendix 1 / list of Meadowbrook Parish Roads)

**List 2:** Children whose parents are past pupils of St. Attracta's Schools and who are resident outside the parish of Meadowbrook, subject to a cap of 25% of places

**List 3:** All children who do not meet the criteria laid down in List 1 and List 2 above are placed on List 3

### **When can I Apply and What Age Must my Child be?**

- Applications for places for the academic year 2019 / 2020 can only be made and accepted from Monday, 3<sup>rd</sup> September 2018 to 3 p.m. on Friday, 18<sup>th</sup> January 2019
- All Children seeking a place in Junior Infants for 2019 / 2020 must be at least 4 years of age by 30<sup>th</sup> April 2019.
- Junior Infants are only admitted to the school on the first day of the academic school year in which they are starting school.

- The only exception to this rule is a Junior Infant who is already enrolled in a Junior Infant Class in another school and is transferring to Junior Infants in St. Attracta's Junior School mid-year.

### **HOW DO I GET AN APPLICATION FORM?**

Between 3<sup>rd</sup> September 2018 and 18<sup>th</sup> January 2019 you can do any of the following:

- ✉ Email or ring the school and request an Application Form be **posted** or **e mailed** out to you ([stattractasjns@gmail.com](mailto:stattractasjns@gmail.com) / 01-2984352 )
- ✉ Call into the school and pick up an Application Form
- ✉ Download a PDF copy of the enrolment policy and application form from the school website- [www.stattractasjns.ie](http://www.stattractasjns.ie)

**(Please note that any modifications to the official application form will result in the application being rejected by the Board)**

### **WHAT DO I NEED TO DO WHEN SUBMITTING AN APPLICATION FORM FOR 2018 / 2019?**

All Parents/Guardians must ensure that they do all of the following when submitting an Application Form for the year 2019 / 2020:

1. Complete an Application Form and return it to the school from Monday 3<sup>rd</sup> September 2018 up to 3p.m. on Friday 18<sup>th</sup> January 2019
2. Complete both sides of the Application Form
3. Attach an original Birth/Adoption Certificate
4. Applications from all new families living within the geographical boundaries of the Parish of Meadowbrook require proof of address as follows:
  - ✉ Two (2) different utility bills in the name of the parent who has signed the Application Form, with both first name and surname must accompany the application.
  - ✉ The bills must be dated within the previous 3 months of the date of submission by the parent/guardian on the Application Form. (See Appendix 1 - Meadowbrook Parish Roads List and Appendix 2 - List of acceptable utility bills that must accompany each application)
5. Where the applicant cannot present the stipulated utility bills, a letter from a Peace Commissioner / Commissioner of Oaths, confirming that the address given is the primary residence of the child/applicant. This letter must be dated within the previous 3 months of the date of submission form by the parent/guardian of the application form.
6. Enclose a stamped envelope, addressed to you the parent/guardian to allow the school to acknowledge receipt of the Application and to return original certificates as applicable
7. Submit all of the above to the school in an envelope addressed as follows:

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St. Attracta's Junior National School  
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Dublin 16

8. Applications delivered in person must be submitted directly to the **Junior School Office** by a Parent/Guardian/Adult only (not via class teachers, SNAs or other pupils in the school).

The Board of Management will only accept Application Forms that are fully completed and accompanied by all of the required items. All items required **must** be submitted at the one time; otherwise the application will not be processed and it will be returned to you. The accuracy and honesty of information provided on this form is hugely important in ensuring provision of the correct level of resources for each child and the best placement of the child.

In compliance with the Data Protection Acts (1988-2018) information on the application form (appendix 3) will be held on computer/hard file for school purposes only. Paper copies of the application form will be shredded at the end of the relevant school year. No personal information on this form will be used for any other purpose. However, names, addresses, dates of birth and PPS numbers will be issued to the Department of Education & Skills through the Pupil Online Database (POD) for the purposes of grant payments and teacher allocation to schools, the Health Service Executive for hearing, vision and dental testing or for public health purposes such as vaccinations and TUSLA for child safeguarding referral purposes. Where it is deemed necessary that additional supports are required to meet the needs of children with Special Educational Needs, medical and psychological reports will be submitted to the National Council for Special Education (NCSE).

**The Board of Management communicates the closing date for receipt of applications in every given year to Parents/Guardians as follows:**

- Notice on outside classroom doors of St. Attracta's JNS
- Notice on the school website
- Notice via text message to contact numbers provided by parents/guardians
- Notice via email to all families both in St. Attracta's Junior & Senior School to the email address provided by parents/guardians
- Notice in School Newsletters

**However, it is the responsibility of Parents/Guardians to ensure that they have completed and submitted an Application Form for a place in St. Attracta's J.N.S. by the appropriate date.**

#### **HOW ARE PLACES ALLOCATED?**

- Following the closing date of 18<sup>th</sup> January 2019 **all lists** will be drawn up in date of birth order – priority to oldest
- The Board will commence offering places within 14 days of the closing date for receipt of applications, which is 18<sup>th</sup> January 2019 for the academic year 2019 /2020

- An email/text alert will inform applicants on the date in which the first round of places is being made. However **place offers** will be made by post to the address provided in the application.
- The Board will commence offering places to Applicants on List 1- priority to oldest
- If further places are available the Board will then commence offering places to those on List 2 and following that to those on List 3

The school maintains a waiting list in priority order, **valid for one school year**. Therefore if the Board is unable to enrol a child/children from List 1, 2 or 3 in a given class at the beginning of the academic year 2019 / 2020 (or mid-year in the case of children transferring from another school), parents must submit a new application if they wish to make an application for the following school year.

#### **WHAT DO I NEED TO DO IF OFFERED A PLACE BY THE BOARD OF MANAGEMENT?**

When Parents/Guardians receive the offer of a place in writing from the Board of Management they must do the following:

- ❑ Return the 'Signed Acceptance Form'
- ❑ Read and sign acceptance of the enclosed 'Whole School Behaviour Policy' & 'Anti-Bullying Policy' of St. Attracta's JNS
- ❑ Complete the section that requests the name of the child's pre-school and pre-school teacher – if he/she is attending one
- ❑ Pay the Junior Infant Book Bill for 2019 / 2020. This amount is non-refundable. Acknowledgement of receipt will be issued by text message to the mobile phone number on the Application Form

**If a Parent/Guardian does not respond to the offer of a place by the date stipulated on the place offer letter, the child's name will be removed from the list and the place offered to the next applicant.**

#### **WHAT HAPPENS IF MY APPLICATION IS A LATE APPLICATION?**

Applications received after the closing date of 18th January 2020 are prioritised as follows:

- Late applications that meet the criteria for LIST 1 will be placed on '**List 1 Late Applications**' and this list will be drawn up in the order in which applications are received
- Late applications that meet the criteria for LIST 2 will be placed on '**List 2 Late Applications**' and this list will be drawn up in the order in which applications are received
- Applications that do not meet the criteria for List 1 or List 2 will be placed on '**List 3 Late Applications**' and this list will be drawn up in the order in which applications are received

When all Applicants on List 1, List 2 and List 3, received by the closing date of 18<sup>th</sup> January 2019, have been accommodated and if places are still available, or become available again due to cancellations, the Board will commence offering places firstly to those on '**List 1 Late Applications**' followed by those on '**List 2 Late Applications**' and lastly '**List 3 Late Applications**'.

## **CHILDREN WITH SPECIAL NEEDS**

St. Attracta's Junior National School is committed to a policy of inclusiveness, and welcomes children with special educational needs (SEN) provided that the resources and services required to meet the needs of these children are available within the school. In relation to applications for enrolment of children with SEN, the following additional procedures will be followed:

- The Board of Management will request copies of the child's medical / psychological or other reports pertaining to the child. Where no such reports are available the school will require that the child is assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and school based needs of the child relevant to his/her disability or special needs and to profile the support services required.
- The school will meet with the parents/guardians of the child and with the Special Education Needs Organiser to discuss the child's needs and how/if the school can meet those needs. Where necessary, a full case conference involving all parties will be held, which may include parents/guardians, principal, class teacher, Special Education Teacher (S.E.T.), the Special Educational Needs Organiser or psychologist, as appropriate.
- Following this, the Board will assess how/if the school can meet the needs specified in the reports.
- Where the parents/guardians and school deem that support resources are required, it will, prior to enrolment, submit the necessary reports and application forms to the Special Education Needs Organiser (National Council for Special Education see Circular 01/05) in order to support its application for the resources required to meet the needs of the child as outlined in the reports received.
- It may be necessary for the Board of Management to defer enrolment of a particular child pending:
  - The receipt of an assessment/report
  - The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the Psychological and/or medical report.

## **PUPILS TRANSFERRING FROM ANOTHER SCHOOL**

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools. Places are offered to children transferring from another school on a "first come first served" basis if a place is available in the class stream. The Application Procedures for Parents/Guardians seeking to transfer their child/children to St. Attracta's J.N.S. are as follows:

- ❏ Complete both sides of the Application Form
- ❏ Fill in the class in which the child is due to start school
- ❏ Sign and date the Application Form
- ❏ Fill in the child's P.P.S. Number
- ❏ Attach an original Birth/Adoption Certificate

- ❑ Attach a copy of the child's most recent School report.
- ❑ Attach the results of the child's most recent standardised tests to date, e.g. Sigma T, Micra T etc if applying for a place in First or Second Class
- ❑ Attach a record of the child's attendance/s in previous school/s.
- ❑ Attach copies of any assessments carried out by relevant professionals, e.g. Educational / Clinical Psychologist, Psychiatrist, Speech and Language Therapist, Occupational Therapist etc.
- ❑ Attach details of any school-based intervention received to date by the child, e.g. access to (a) Resource Teacher (b) Learning Support Teacher (date of commencement and frequency and duration should be indicated).
- ❑ Enclose an envelope stamped and addressed to you, the parent/guardian - so that the school can acknowledge receipt of the Application
- ❑ Submit all of the above to the school in an envelope addressed as follows

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### **INDUCTION OF NEW PUPILS AND PARENTS/GUARDIANS**

There is an "Open Day" to which any member of the public is welcome. The day is advertised on the school website, through letters home to current pupils and by displaying large colourful banners locally. In late May, early June a meeting is held for the parents/guardians of all children who have accepted a place in Junior Infants for the following school year. A further information meeting takes place during the second week of September. Each Junior Infant Class Teacher facilitates this meeting.

### **THE SCHOOL'S CODE OF BEHAVIOUR, ANTI-BULLYING POLICIES AND OTHER POLICIES**

Children enrolled in our school are required to co-operate with and support the School/Board of Management's Whole School Behaviour Policy & Anti-bullying Policy as well as all other policies on curriculum, organisation and management. Acceptance of a place in the school is dependent on parents/guardians giving a written undertaking to accept the school's Whole School Behaviour Policy & Anti-bullying Policy. The Board of Management places responsibility on Parents/Guardians to ensure that their children co-operate with the said policies in an age appropriate way. These policies may be added to and revised from time to time.

### **APPEALS WHERE THE BOM EXCLUDES, SUSPENDS OR REFUSES ADMISSION**

Parents/Guardians, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. The Appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents/Guardians, if unhappy with the



result of this appeal, may appeal to the Department of Education and Science under revised Sections 29A to 29F of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the Board to enrol. Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department's website at [www.education.ie](http://www.education.ie)

### **ARRANGEMENTS FOR NON-CATHOLIC PUPILS DURING RELIGIOUS INSTRUCTION**

Appropriate work assignments based on other curricular areas will be assigned to those pupils not engaging in Religious Instruction within the classroom setting.

### **DISSEMINATION OF THIS ENROLMENT POLICY**

This policy will be published on the school's website [www.stattractasjns.ie](http://www.stattractasjns.ie). Current parents will be advised by a letter home in schoolbags of the publication of the revised Enrolment Policy. The Enrolment Policy will accompany all Application Forms requested.

### **REVIEW OF POLICY**

This policy will be reviewed in April / May 2019.

### **RATIFICATION OF POLICY**

The Board of Management of St. Attracta's J.N.S. ratified this policy at the Board meeting of

**Signed: Paddy Gough, Chairperson B.O.M.**

**Date: 7<sup>th</sup> December 2018**

## APPENDIX 1: LIST OF ROADS IN MEADOWBROOK

- ▣ Ashlawn
- ▣ Acorn Road
- ▣ Acorn Drive
- ▣ Ballinteer Road (ONLY the 7 houses between Ludford Road & Ashlawn)
- ▣ Beech Drive
- ▣ Beech Lawn & Beech Lawn Avenue
- ▣ Broadford Crescent
- ▣ Broadford Drive
- ▣ Broadford Hill
- ▣ Broadford Walk
- ▣ Chestnut Grove
- ▣ Dargle View
- ▣ Hawthorn Drive
- ▣ Hillview Estate
- ▣ Hillview Grove
- ▣ Ludford Drive
- ▣ Ludford Grove
- ▣ Ludford Road
- ▣ Ludford Park
- ▣ Meadow Close
- ▣ Meadow Grove
- ▣ Meadowmount
- ▣ Pine Copse Road
- ▣ Stonemasons Green (3 Houses)
- ▣ Sycamore Drive
- ▣ Sycamore Road
- ▣ The Grove, Meadowmount
- ▣ Willow Gate
- ▣ Willow Road
- ▣ Wyckham Park Road

## **APPENDIX 2: EVIDENCE OF ADDRESS**

All Applications must be accompanied by two (2) original utility bills in the full name of the Parent/Guardian who has signed the Application Form. A utility bill is a document sent to **a legal address** requesting payment of a public service. The Board will accept any two (2) of the following utility bills. Photocopied bills will not be accepted.

- Mains Gas
- Electricity
- Water
- TV
- Refuse
- Telephone (Landline only)
- Revenue Commissioners
- Local Authority Tenancy Document

**Please Note:** Where the applicant cannot present the stipulated utility bills, a letter from a Peace Commissioner/Commissioner of Oaths, confirming the address of the applicant is required. This letter must be dated within the previous 3 months of the date signed by the parent/guardian on the Application Form.

## APPENDIX 3

**ST. ATTRACTA'S JUNIOR NATIONAL SCHOOL**  
MEADOWBROOK, DUNDRUM, DUBLIN 16

Principal: Thomas Neary

Phone: 01- 2984352

[www.stattractasjns.ie](http://www.stattractasjns.ie)

[stattractasjns@gmail.com](mailto:stattractasjns@gmail.com)



### 2019/2020 APPLICATION FORM

TICK ONE STREAM: Junior Infants  Senior Infants  First Class  Second Class

#### (1) YOUR CHILD

Child's First Name: \_\_\_\_\_ Child's Address: \_\_\_\_\_

Child's Surname: \_\_\_\_\_

Sex (M/F): \_\_\_\_\_ Religion (if any) \_\_\_\_\_

First Language of the Home: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ P.P.S. No: \_\_\_\_\_

#### (2) PARENTS

##### PARENT 1

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

##### PARENT 2

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

#### (3) YOUR FAMILY

How many children in the family? \_\_\_\_\_ Where does this child come in the family? \_\_\_\_\_

If you have OR had other children in St. Attracta's Junior or Senior School please complete the details below:

1) Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

2) Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

If parent(s) is a past pupil of St. Attracta's Schools please specify name and dates of attendance \_\_\_\_\_

**For Office Use Only: Bir  Date Processed**

**PLEASE TURN OVER⇒**

**(4) AT THE MOMENT**

If your child is attending any of the following please tick the appropriate box:

Montessori           Playschool           Primary           Other

Name of school: \_\_\_\_\_

Address of school: \_\_\_\_\_

**(5) YOUR CHILD'S HISTORY TO DATE**

a) If your child has any of the following conditions please tick the appropriate box below:

Impaired Vision           Hearing Loss           Asthma           Allergies

Speech and Language Delay           Bowel/Kidney Disorder           Mobility problems

Please give details: \_\_\_\_\_

\_\_\_\_\_

b) If your child has had any of the following assessments please tick the appropriate box below:

Speech and Language           Emotional and Behavioural           Psychological           Other

Please give details: \_\_\_\_\_

\_\_\_\_\_

c) Is your child on any medication? YES           NO

Please give details: \_\_\_\_\_

\_\_\_\_\_

Name of Family Doctor: \_\_\_\_\_ Phone No: \_\_\_\_\_

**(6) IN CASE OF EMERGENCY:** We need to have two local alternative contact names, just in case parents cannot be contacted. **IT IS ESSENTIAL THAT THE PEOPLE NAMED BELOW HAVE A DIFFERENT ADDRESS TO THOSE OF THE PARENT/S AND THAT THEY HAVE GIVEN THEIR CONSENT FOR THEIR NAMES TO BE USED.**

Name:          1) \_\_\_\_\_          2) \_\_\_\_\_

Phone Number: \_\_\_\_\_

**In case of an accident/emergency I consent to my child being brought directly to a doctor/hospital.**

Please tick:    YES           NO

**(7) In compliance with the The Data Protection Acts (1988-2018) and the EU General Data Protection Regulation (GDPR), information on this application form will be held on computer/hard copy for those purposes specified in the Enrolment Policy.**

**(8) I HAVE READ, UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS OF THE SCHOOL ENROLMENT POLICY. I HAVE ENCLOSED THE DOCUMENTS REQUIRED TO ACCOMPANY THIS APPLICATION**

SIGNED: Parent/Guardian \_\_\_\_\_ Application Date: \_\_\_\_\_