

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

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ENROLMENT POLICY

March 2017





THE BOARD OF MANAGEMENT
ST. ATTRACTA'S JUNIOR NATIONAL SCHOOL
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ENROLMENT POLICY FOR ALL APPLICATIONS
FOR ACADEMIC YEAR 2018/ 2019

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 outlook is 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) and all relevant equality legislation. 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, 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, 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. Assisting the school in such circumstances, 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 27:1, with no individual stream exceeding 88 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 & Roman Catholic children living within the parish of Meadowbrook & the children of Staff (See Appendix 1 / list of Meadowbrook Parish Roads)

List 2: Children living in the parish of Meadowbrook who are not Roman Catholic

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 2018 / 2019 can only be made and accepted from Friday, 1st September 2017 to 3 p.m. on Friday, 19th January 2018
- All Children seeking a place in Junior Infants for 2018 / 2019 must be at least 4 years of age by 30th April 2018.
- 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 1st September 2017 and 19th January 2018 you can do any of the following:

✉ Email or ring the school and request an Application Form be posted out to you
(stattractasjns@gmail.com / 01-2984352)

✉ Call into the school and pick up an Application Form

Please note: The BOM does **not email** Application Forms

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 2018 / 2019:

1. Complete an Application Form and return it to the school from Friday 1st September 2017 up to 3p.m. on Friday 19th January 2018
2. Complete both sides of the Application Form
3. Attach an original Birth/Adoption Certificate
4. Attach an original Baptismal Certificate if the child is a Roman Catholic
5. Applications from all new families living in the Parish of Meadowbrook require proof of address as follows:
 - ✉ Two (2) original 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 signed 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)
6. 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 signed by the parent/guardian on the Application Form.
7. 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
8. Submit all of the above to the school in an envelope addressed as follows:

ADMISSIONS OFFICE

St. Attracta's Junior National School
Meadowbrook
Dundrum
Dublin 16

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 accordance with the Data Protection (Amendment) Act (2003) information on this form will be held on computer for school purposes only. 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, or the Health Service Executive for hearing, vision and dental testing or for public health purposes such as vaccinations. 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:

- Note home in each pupil's schoolbag in both St. Attracta's Junior & Senior School
- 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 address provided by parents/guardians

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 19th January 2018 **all lists** will be drawn up in date of birth order – priority to oldest
- The Board will commence offering places within 21 days of the closing date for receipt of applications, which is 19th January 2018 for the academic year 2018 /2019
- 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

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 2018 / 2019 (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 2018 / 2019. 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 19th January 2018 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 19th January 2018, 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

In relation to applications for enrolment of children with special needs whose names are on the waiting lists, the following additional procedures will be followed:

- The Board of Management will request copies of the child's medical / psychological or other report/s if available. 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 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 the school can meet the needs specified in the report/s.

- 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.

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 Baptismal Certificate - if the child is a Roman Catholic
- ❑ 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

<p style="text-align: center;"><u>ADMISSIONS OFFICE</u> St. Attracta’s Junior National School Meadowbrook Dundrum Dublin 16</p>

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. On accepting a place in the school parents/guardians must also sign a form accepting 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

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 Section 29 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

DISSEMINATION OF THIS ENROLMENT POLICY

This policy will be published on the school's website 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 2018.

RATIFICATION OF POLICY

The Board of Management of St. Attracta's J.N.S. ratified this policy at the Board meeting of 21st March 2017

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

Date: 21st March 2017

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.