

Our Lady Immaculate Junior School, Darndale

Enrolment Policy 2012

Our Lady Immaculate Junior School, Darndale, is a co-educational primary school under the patronage of the *Catholic Archdiocese of Dublin*. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are 24 full time teachers, including the principal, resource teachers, learning support teachers, and resource teacher for travellers employed in the school. The school caters for classes from Junior Infants to Second class.

Children enrolled in Our Lady Immaculate Junior School are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their children co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour will be available to all parents and each parent will be requested to sign an undertaking to uphold the School Code of Behaviour in accordance with the Discipline for Learning Policy.

Our Lady Immaculate Junior School operates under the Rules for National Schools and Departmental Circulars. The school is funded by grants and teachers are resourced by the Department of Education and Science. 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 (see appendices.) Our Lady Immaculate Junior School follows the curricular programmes laid down by the Department of Education and Science.

Application Procedure

The Board of Management will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, parents letters, text a parent to outline the application for enrolment procedures.

Parents seeking to enrol their child in Our Lady Immaculate Junior School should return a completed enrolment application form (available in the office) with an original birth/adoption certificate to the school by an agreed date each year.

The Enrolment Application Form will seek information such as:

- Name and Address of Pupil
- Child's P.P.S. Number
- Baptismal Certificate
- Birth Certificate
- Parents /Guardians Details
- Health
- Religion
- Place in the Family
- Contact Numbers
- Name and Address of Emergency Contact

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of Our Lady Immaculate J.N.S. Darndale is also responsible 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 act in the best interest of the children.

The completion of an application form or the placement of your child's name on a list does not confer an automatic right to a place in the school.

Decision making

Decisions in relation to application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their children and as a general principle, children will be enrolled on application provided that there is space available and the child has reached his/her 4th birthday.

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

- a. size of / available space in classrooms
- b. educational needs of children of a particular age
- c. multi-grade classes
- d. presence of children with special educational/behavioural needs
- e. maximum class average as decided by DEIS Band 1 guidelines
- f. Health and Safety issues

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment:

- a. Children living within the parish – priority given to those who have attended Early Start and then to the oldest.
- b. Brothers and Sisters (including step-siblings resident at same address) of children already enrolled – priority to oldest
- c. Children who attend Early Start (those who live outside the area.)
- d. Travellers from other local Halting Sites.
- e. In the event of being unable to enrol a child/children at the beginning of the school year a waiting list will be created.
- f. In certain circumstances the Board may have to operate a cut-off point in the age of applicants.

Notification Procedure

- Notification within 21 days of application date
- Sign acceptance of school place
- There will be a meeting for parents of new junior infants each year prior to the summer holidays.
- New junior infants will be invited to spend informal periods in school during the month of June to familiarize themselves with their new environment.
- It is usual school policy to place twins or siblings in separate classes.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy.

Children with Special Needs

Children with special needs enrolling in Our Lady Immaculate Junior School, Darndale, will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management

In order to assist the school in establishing the educational needs of the child and to profile the support services required, the Board of Management will request a copy of the child's medical and/or psychological report. Where such report/s are not available the BOM will request that the child be assessed immediately. The Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If necessary a full case conference will be held which may include parents, principal, class teacher, learning support teacher, resource teacher, SENO, psychologist or social workers, as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Department of Education and Science to meet the child's needs specified in the psychological and/or medical report.

Notwithstanding the availability of such resources, parents of children who are dissatisfied with the level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. It 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, 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 school to enrol. (Appendix pages 6-13 from CPSMA handbook attached.)

Ratified by Board of Management on _____

Date

Signed _____

Chairperson, Board of Management