

# ENROLMENT POLICY

## ST. PATRICK'S G.N.S.

The following review, undertaken by the Deputy Principal, in consultation with the Principal, representatives of staff and parents has been ratified by the Board of Management.

St. Patrick's Girls' National School, Hollypark, Foxrock Avenue, Co. Dublin is the Catholic girls' school in the Parish of Foxrock under the patronage of the Roman Catholic Archbishop of Dublin. It has a commitment to diversity and inclusivity while, at the same time, protecting the integrity and Catholic ethos of the school.

### Enrolment Criteria

1. As a general principle and in so far as practicable having regard to the school's admissions/enrolment policy, girls who apply will be enrolled in accordance with the criteria below, provided there is space available.
2. The Board is bound by the Department of Education and Science Rules for National Schools and the Education (Welfare) Act 2000. Pupils may only be considered for enrolment from the age of 4 years and upwards, though compulsory attendance shall not apply until the age of 6 years.
3. In the event that applications for enrolment exceed available places, applicant children will be enrolled strictly in accordance with the following criteria and in the following order:
  - a. Catholic girls who are resident in the Parish of Our Lady of Perpetual Succour, Foxrock.
  - b. Girls who have a sister at school in St. Patrick's Girls National School
  - c. Girls who have a brother in St. Patrick's Boys National School
  - d. Daughters of Staff of St. Patrick's Girls' National School

And the following on a 'First come, first served' basis:

- e. Daughters of past pupils of the school
- f. Other girls living within the parish boundary
- g. Other girls living outside the parish boundary.

In the event that priority requires to be given to children within any one of the above categories older children will be given priority.

4. While recognising the right of parents to enroll their child in the school of their choice, the Board of Management of St. Patrick's Girls' National School 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 acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management, having regard for the relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of the children, 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 or other needs

- e. Department of Education and Science maximum class average directives.
5. Other pupils may be enrolled during the school year (if newly resident in the area and places are available).
6. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.
7. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. Every child is supported as far as possible and in accordance with our Learning Support Policy to be included in her class curriculum and to participate in the activities of the school.
  - a. In relation to applications for enrolment of children with disability or special needs, the Board of Management shall request a copy of the child's medical and/or psycho-educational report(s). Where these reports are not available, the BOM will request that the child be assessed by a suitably-qualified person and a report provided. The purpose of this report is to assist the school in establishing the educational and training needs of the child relative to her disability or special needs, and to determine whether or not the school is in a position to provide the necessary support services.
  - b. The Board will do everything in its' power to meet the needs as determined by the report, including the seeking additional support from the Department of Education and Science. As a general principle, enrolment of children with a disability or special educational needs will not normally be deferred or postponed until additional resources have been approved or allocated by the Department or local SENO.

## **Exceptional Circumstances**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either :

1. The pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education, or,
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The parents 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, and in such circumstances, should be advised in writing of their entitlement to such an appeal.

## **Application Procedure**

1. Parents who wish to enrol their child in the school must complete a Pre-Enrolment Application form supplied with all relevant information.
2. The completed Pre-Enrolment Application Form with original Baptismal/Birth/Adoption Certificates must be sent to the school office on or after the designated application day during the September prior to starting school. These forms are available from the school office during normal school opening hours.

Having returned completed forms with the required certificates, the names of these children will be placed on a waiting list.

3. Applicant-Parents will receive a letter in November, prior to the September starting date, inviting them to an Information Meeting in the school. Subsequently, parents will receive a letter informing them if their daughter has been allocated a place and advising them of the Admission date and requirements.

Children are enrolled in our school on the understanding that they co-operate with and support the School's Code of Behaviour as well as all other school policies. The Board of Management holds Parents/Guardians responsible for ensuring that their child(ren) co-operate with our policies in an age-appropriate way.

The Board of Management, having consulted the Catholic Primary School Management Association Handbook, revised 2007, Appendix 39(A) "Enrolment/Admission Policy Guidelines", Pp 291 – 294, ratifies the foregoing enrolment policy.

Policy Reviewed: March 2011  
By: Susan Murphy (Deputy Principal)  
Review due: March 2013

Signed: \_\_\_\_\_ (Chairperson BOM)

Date: \_\_\_\_\_