

St Patrick's Girls' National School, Foxrock.

ENROLMENT POLICY

This policy is set out in accordance with the provisions of the Education Act, 1998, approved by the school patron, Archbishop Dr. Diarmuid Martin, and ratified by the board of management, to assist parents/ guardians in relation to enrolment matters. The chairperson of the board of management and the principal of the school will be happy to clarify any further matters arising from the policy. They can be contacted at the school address.

The school receives grants and resources from the Department of Education and Science (DES) and operates within the rules and regulations set down, from time to time, by the Department. School policy must have regard to the resources and funding made available by the Department. Should the resources and funding change, the provisions of this policy will also be changed, particularly in relation to the pupil – teacher ratio set down by the Minister for Education and Science.

The school's enrolment procedures will be subject to regular review and may be amended from time to time by the board of management in consultation with the patron of the school, the parents' association and teaching staff.

School Catchment Area:

The catchment area of the school for the purpose of enrolment is the Parish of Our Lady of Perpetual Succour, Foxrock, Dublin.

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.

The school accepts applications for enrolment from parents/guardians of children living outside the school catchment area. These applications will be processed by the board of management in accordance with the procedures set out below.

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 enrol 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 is 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.

Enrolment Application Procedure

Application for enrolment must be made in person at the school on the school's Enrolment Application Form, which is available from the school office. All applications must be accompanied by:

1. the child's PPS Number (Personal and Public Service Number);
2. one original long form copy of the child's birth certificate;
3. one original copy and one photocopy of the child's baptism certificate, where appropriate;
4. proof of address in the form of two original utility bills, dated within two months of the enrolment application date. This is necessary to satisfy the board of management that the address provided on the enrolment form is genuine.

Parents/ guardians are obliged to provide the school with all relevant information and inform the school of any change of address, contact details etc. False or misleading declarations and/or the withholding of relevant information will invalidate an enrolment application and necessitate a new application by the parent/guardian which will be processed by the board of management in accordance with the procedures.

Applicant-Parents will receive a letter in November, prior to the September starting date, 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.
For and behalf of the Board

Signed: _____ **(Chairman)**

Date: _____