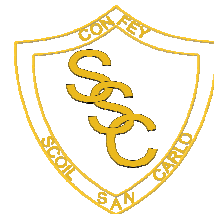


# San Carlo Junior National School

## School Enrolment / Admission Policy



### General Introduction

- a. In setting out our enrolment/ admission policy the B.O.M. is acting in accordance with the provisions of the Education Act 1998. We trust that by so doing, parents will be assisted in relation to enrolment matters. The chairperson of the B.O.M. and/ or the principal will be happy to clarify any further matters arising from the policy.
- b. San Carlo J.N.S. is a Roman Catholic School for 4-8/9 year old children (Junior Infants- 2<sup>nd</sup> Class) under the patronage of the Archbishop of Dublin. The ethos of the school is Catholic.
- c. Within the context and parameters of the Department of Education & Skills Regulations and Programmes, and the rights of the patron as set out in the Education Act as well as the funding and resources available, the school supports the principles of
  - Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
  - Equality of access and participation within the school
  - Parental choice in relation to enrolment
  - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### Enrolment Application Procedures for children starting in September

Enrolment application dates will be announced through pupils in the Junior and Senior Schools, in the Parish Newsletter and in the local press.

Parents who wish to apply to have their children enrolled in Junior Infants are required to come to the school on those dates in late November, early December of the year before they wish their child to start.

On enrolment application, parents will be required to provide the following key information and documents:

- Birth Certificate
- Baptismal Certificate
- P.P.S. no
- 2 Utility Bills
- 2 Passport Photographs

Parents are also required to complete the Enrolment Application Form.

If Baptismal Certificate is not applicable a Birth Certificate will suffice. Original documents will be returned. Any sensitive information will be treated in confidence/

As a general rule, parents/ guardians will be informed by letter in April as to whether their children have been offered a place in the school for the following September. **A letter of acceptance/ rejection from the parent/ guardian by a specified date is necessary to ensure the enrolment.**

### Admission Date

Junior Infants may only be admitted to the school on September 1<sup>st</sup> of each year.

The B.O.M. is bound by the Department of Education and Science's Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards. Children must be at least 4 years old on or before August 31<sup>st</sup> before admission.

### Decision Making

The B.O.M. criteria for decision making are as follows:

- 1) Catholic children of the parish, including children from the travelling community, refugees and asylum seekers who are resident in the parish.
- 2) Children who have brothers/ sisters in the school.
- 3) Children of staff members.
- 4) Catholic children who live outside the parish and do not have a Catholic school in their parish.
- 5) All children who live within parish boundaries and are not Catholic applying for a placement are entitled to a place if there are vacancies in the school after groups 1-4 have been allocated places.
- 6) All Children who apply to the school and who are not Catholic and who do not reside within the parish boundaries are entitled to a place in the school if there are vacancies in the school after groups 1-5 have been allocated places. These will be on a first-come first-serve basis.

In order to accommodate groups 1-3 the Board of Management may have to operate a cut-off date based on the age of applicants i.e. preference to be given to the older Junior Infant children. This may be due to insufficient teaching, staff and/ or accommodation.

**Enrolment of non-September starters**

Parents from other areas and ethnic minorities who wish to enrol children during the school year may do so if there is sufficient teaching staff and/or accommodation to meet their needs.

Transfer forms/ letters plus birth and baptismal certificates and school reports will be required.

**Enrolment of children with Special Needs**

In relation to applications for the enrolment of children with Special Needs it is open to the B.O.M. to request a copy of the child’s medical/ psychological report. Where such a report is not available, the B.O.M. may request for the child to be assessed immediately. The purpose of the report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability/ special needs and to profile the support services required.

Following receipt of the report the B.O.M. will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment request Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological/ medical report. These resources may include for example, access to or the provision of any or a combination of the following:

- Visiting teacher service
- Resource teacher for Special Needs
- Special Needs Assistant
- Specialised equipment or furniture or other
- Any other resources deemed necessary and appropriate

Parents will be requested to come to the school, with the child, to discuss the child’s needs and the school suitability or capability in meeting these needs.

**Appeals Procedure**

If you wish to appeal the schools decision you may do so by writing, in the first instance, to the Chairperson, B.O.M., San Carlo J.N.S., Confey, Leixlip. The Decision of the B.O.M. will be communicated to you in writing.

If you wish to appeal the decision of B.O.M. you may write to:  
Department of Education and Science,  
Marlborough Street,  
Dublin 1.

Ratified by Board of Management on the 23<sup>rd</sup> January 2012

Signed: \_\_\_\_\_  
Chairperson of the Board of Management

Signed: \_\_\_\_\_  
Principal

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

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

Date of next review: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**End**