

San Carlo Junior National School

School Admissions Policy



General Introduction

- a. In setting out our admissions 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 - 2nd Class) under the patronage of the Archbishop of Dublin. The ethos of the school is Catholic but we welcome children of all religions and none.
- 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 and Playschools, in the Parish Newsletter.

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
- P.P.S. no
- 2 Utility Bills
- 2 Passport Photographs

Parents are also required to complete the Enrolment Application Form.

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 February 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 1st 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 31st before admission.

Decision Making

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

- 1) 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) All children who live within parish boundaries and applying for a placement are entitled to a place if there are vacancies in the school.
- 5) All Children who apply to the school and who do not reside within the parish boundaries are entitled to a place in the school if there are vacancies in the school.

In order to accommodate groups 1 - 4 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 certificate 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
- 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 school's 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 23rd January 2012

This policy is in line with GDPR and our Data Protection Policy.

You can view our Data Protection Policy on our website or at

http://www.sancarlotjunior.org/index_htm_files/GDPR%20PrivacyPolicy.pdf

Signed: _____

Chairperson of the Board of Management

Signed: _____

Principal

Date: ____/____/____

Date: ____/____/____

Date of next review: ____/____/____

End