## ST. ATTRACTA’S SENIOR NATIONAL SCHOOL

**MEADOWBROOK, DUBLIN 16**

**ROLL NO: 19716B**

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ENROLMENT POLICY

POLASAÍ IONTRÁLA



**Ar aghaidh le chéile**

**SCOIL SHINSIREACH NAOMH ATHRACHT**

**CLUAIN GHLAISE, ÁTH CLIATH 16**

**UIMHIR ROLLA: 19716B**

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16

**Enrolment Policy 2019/2020**

**St. Attracta’s Senior National School, Meadowbrook, Dublin 16.**

## Introduction

St. Attracta's Senior National School is a Catholic co-educational school, which provides an education for girls and boys from 3rd to 6th class (inclusive). The school operates under the patronage of the Catholic Archbishop of Dublin. The school has a Catholic ethos inclusive of pupils of different persuasions whose religious beliefs and outlooks are respected.

The Board of Management of St. Attracta’s Senior National School is subject to the provisions of the Education Act, 1998, the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004), the Education (Admissions to Schools) Act 2018 and all relevant equality legislation. The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters and that furthermore the principal teacher will be happy to clarify any further matters arising from the policy. Decisions in relation to applications for enrolment are made by the Board of Management of St. Attracta’s Senior School.

The school curriculum is that laid out by the Department of Education & Skills and may be amended in accordance with Sections 9 and 30 of the Education Act (1998). The school also follows the religious programme as prescribed by the Education Secretariat of the Archdiocese of Dublin. The school depends on the grants and teacher resources provided by the Department of Education & Skills and it operates within the regulations laid down by the Minister for Education and Skills.

### **Mission Statement**

St. Attracta’s Senior National School is a Catholic co-educational primary school which provides a happy caring and secure learning environment in which the individual student is enabled to achieve his/her full potential. St. Attracta’s Senior National School promotes excellence in teaching and learning. The school community that we create is welcoming, safe, respectful and inclusive of all its members. All aspects of the child, academic, spiritual, moral and cultural are cherished.

## In keeping with our mission statement, the enrolment policy of St. Attracta’s Senior National School supports the principles of

* **Inclusiveness**
* **Equality**of access and participation in the school.
* **Parental Choice** in relation to enrolment, having regard to the ethos of the school
* **Respect** for the diversity of values, beliefs, religions, traditions, languages and ways of life in society.

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, nationality, special educational needs, disability, language/accent, gender, traveler status, asylum seeker/refuge seeker status, religious/political beliefs and values, family or social circumstances.

While recognising and respecting the right of parents/guardians to enrol their child in the school of their choice, the Board of Management of St. Attracta’s Senior National School also has a responsibility 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 interests of all children.While all applicants shall be admitted unless the school is oversubscribed, the Board of Management reserves the right to determine the maximum number of children in each separate class, bearing in mind:

* available space in classrooms
* educational needs of children of a particular age
* multi-grade classes
* presence of children with special educational/behavioural needs
* a desire to maintain a pupil population consistent with the current D.E.S. pupil teacher ratio of 26:1 in each classroom
* D.E.S. regulations governing the appointment/retention of teachers in primary schools

**Application Criteria**

As a general principle, and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available. In the event that applications for enrolment exceed/are expected to exceed the number of places available the following criteria will be used to prioritise children for enrolment.

**List 1:** Pupils in second class in St. Attracta's Junior School.

List 2: Brothers and sisters (including stepsiblings, resident at the same address) of children who attend / attended St. Attracta’s Schools, children living within the geographical parish boundaries of Meadowbrook (See Appendix 1: List of Meadowbrook Parish Roads) and the children of staff.

List 3: Children whose parents are past pupils of St. Attracta’s Schools and who are

 resident outside the parish of Meadowbrook, subject to a cap of 25% of places.

**List 4:** All children who apply to the school are entitled to a place in the school if there are vacancies after children from Lists 1 – 3 have been allocated places. Should the number of such applicants (in any of the above categories) exceed the places available, priority will be given to children according to the date of application, i.e. the date the Registration Form has been received in the office.

Application Procedures for Enrolment

**Parents/guardians of second class pupils in St. Attracta’s Junior School** are given an Application Form for enrolment along with a guidance letter, a School Prospectus and a copy of the school’s Code of Good Behaviour & Discipline, which parents are obliged to accept as a condition of enrolment.

**N.B.** This information is distributed to pupils in 2nd class on the **last Monday in January** and the closing date for applications is the **Friday before the February mid-term break**.

**Applications must be returned to the Senior School Office.** It is the responsibility of parents/guardians to ensure that they have completed and submitted an Application Form for a place in St. Attracta’s Senior National School by the appropriate date.

**Other parents/guardians** seeking to enrol their child/children in St. Attracta’s Senior School are given an Application Form and a Transfer Form for enrolment along with a School Prospectus and a copy of the school’s Code of Good Behaviour & Discipline, which parents are obliged to accept as a condition of enrolment. The Application Form should be filled out and returned in order to have a place allocated or to be placed on a waiting list.

The Board is not obliged to consider applications which do not adhere to the stipulated procedure, are incomplete, **or** which do not include the relevant documentation. All parents must ensure that they do all of the following when submitting an Application Form:

* Complete both sides of the Application Form
* Fill in the class in which the child is due to start
* Sign and date the Application Form
* Fill in the child’s PPS Number

Parents whose children are transferring from schools other than the Junior School must also

* Fill in a Transfer Form
* Attach a copy of the child’s Birth/Adoption Certificate
* Attach a copy of the child’s most recent School Report. and include details of the results of the child’s most recent standardised tests, a record of the child’s attendance/s in previous school/s.
* Attach copies of any assessments carried out by relevant professionals, e.g. Educational/ Clinical Psychologist, Psychiatrist, Speech and Language Therapist, Occupational Therapist etc.
* Attach details of any school-based intervention received to date by the child, e.g. access to (a) Resource Teacher (b) Learning Support Teacher (date of commencement and frequency and duration should be indicated).
* Enclose a stamped envelope, addressed to the parent/guardian so that the school can acknowledge receipt of the Application
* Submit all of the above in an envelope addressed as follows: **The Principal, St. Attracta’s Senior National School, Meadowbrook, Dundrum, Dublin 16. D16HW66**

The accuracy and honesty of information provided on this application form is hugely important in ensuring provision of the correct level of resources for each child and the best placement of the child. In accordance with the Data Protection Act (1988) information on this form may be held on computer for school purposes only. No personal information on this form will be used for any other purpose. However, names, addresses, and dates of birth may be issued to the Department of Education & Skills or the Health Service Executive for hearing and vision and dental testing or for public health purposes such as vaccinations etc.

## Pupil Transfer from other schools to St. Attracta’s Senior School

Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools. Places are offered to children transferring from another school on a first come first served basis, **provided** a place is available in the class stream. However, admission **during** the school year should only take place in exceptional circumstances as it can be disruptive for both the child who is transferring and the class into which the child is admitted.

Parents/guardians are advised to inform the child’s current school that the child will be leaving that school. Parents/guardians are also informed that the principal, as a matter of courtesy, will make contact with the child’s previous school.

Parents of prospective pupils are required to furnish the principal with reports from the child’s previous school. Information concerning attendance and the child's educational progress will be communicated between schools, using the Primary Online Database (POD). See Appendix 2.

In addition to the requirements stated above, all parents/guardians of children transferring from a school other than St. Attracta’s Junior School should also include a Transfer Form (attached) which will facilitate the transfer from one school to another.

**Enrolment of Children with Special Educational Needs**

St. Attracta’s Senior National School is committed to a policy of inclusiveness, and welcomes children with special educational needs (SEN) provided that the resources and services required to meet the needs of these children are available within the school. In relation to applications for the enrolment of children with special educational needs, the following additional procedures will be followed:

* The Board of Management will request a copy of the child's psychological and/or medical report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required.
* The school will meet with the parents/guardians of the child and with the Special Education Needs Organiser to discuss the child’s needs and the school’s suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents/guardians, principal, class teacher, Special Education Teacher (SET)the Special Educational Needs Organiser or psychologist, as appropriate.
* Following this, the Board will assess how/if the school can meet the needs specified in the reports.
* Where the parents/guardians and school deem that support resources are required, they will, prior to enrolment, submit the necessary reports and application forms to Special Educational Needs Organiser (National Council for Special Education see Circular 01/05) in order to support their application for the resources required to meet the needs of the child as outlined in the psychological, medical or other reports received. These resources may include 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, transport services or other.
* Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education & Skills to the Board of Management.However, prior to enrolment, parents must disclose to the school the existence and nature of the child’s educational, physical or emotional need, in order for the school to provide adequate support. If this information is not disclosed, the school cannot guarantee support for that child.

The School’s Code of Good Behaviour, Anti-Bullying Policies and Other Policies

Children enrolled in our school are required to co-operate with and support the Board of Management’s Whole School Behaviour Policy & Anti-Bullying Policy as well as all other policies on curriculum, organisation and management. Acceptance of a place in the school is dependent on parents/guardians giving a written undertaking to accept the school’s Code of Good Behaviour & Anti-Bullying Policy. The Board of Management places responsibility on parents/guardians to ensure that their children co-operate with the said policies in an age appropriate way. These policies may be added to and revised from time to time.

It is a condition of attendance at this school that pupils abide by the rules and procedures in the Code of Good Behaviour and Discipline. Attention is drawn particularly to the policy of the school relating to the suspension and expulsion of students contained therein. Parents and children are asked to study the Code of Good Behaviour and Discipline and to indicate their acceptance of the terms of this code before they are formally accepted by the school.

## Easing the Transition from the Junior to the Senior School

## St. Attracta’s Senior School welcomes all new pupils to our school and every effort is made by management, staff and pupils to facilitate the transition of pupils into the school:

## There is an annual Open Day/Evening held in May to which parents of incoming and current pupils in the school are invited. This is followed by an information evening, also in May, for parents of all incoming pupils.

* In an effort to familiarise themselves with their new environment, all new pupils are invited to visit the Senior School in June for a musical, cultural or other event. They are given the opportunity to meet their teachers if possible and to visit their classrooms for the coming year.
* During their first week in school in September, the class teacher will give new pupils a guided tour of the school and they are introduced again to the principal and secretaries.
* Pupils are also given a welcome pack which is read at home and in school. It outlines basic information about the school and about how we operate.
* In September, parents are given a copy of the school’s Homework policy and Healthy Eating policy and other relevant policies are brought to their attention.
* In mid-September, parents are invited to a Mass to celebrate the start of the new school year
* This is followed by a coffee morning for parents of new pupils, which provides a further opportunity for new parents to meet one another and to meet teachers and principal informally.

**Appeals where the Board of Management Excludes, Suspends or Refuses Admission**

Parents/Guardians, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. The Appeal 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/Guardians, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Sections 29A to 29F 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 Board to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department’s website at [www.education.ie](http://www.education.ie)

Arrangements for Children of Other Faiths and of None

Bearing in mind the Catholic ethos of the school, every effort will be made to be as inclusive as possible. While Catholic education and the ethos of the Catholic school permeates all aspects of school life, children of other faiths and of none will be accommodated in so far as possible.

Children take part in daily collective prayer and religious feasts and seasons are celebrated throughout the year. This may be within their own classroom, or with the whole school, e.g. at assemblies. Children are also prepared for the Sacrament of Confirmation in sixth class.

Children who do not wish to participate in the daily formal Religion classes will remain in the classroom but appropriate work based on other curricular areas will be assigned to those pupils during this time. These pupils will not be expected to participate in religious instruction in class.

Where a request is made in writing, non-Catholic children may be excused or withdrawn from attendance at Catholic liturgies in the Church. In consultation with parents, suitable alternative arrangements will be made to facilitate this.

Dissemination of this Enrolment Policy

This policy will be published on the school’s website www.sasns.ie. Current parents will be advised by text and by a letter home in schoolbags of the publication of the revised Enrolment Policy.

**Review & Ratification of Policy**

This Enrolment Policy has been drawn up in consultation with the partners in education and with reference to the enrolment policy of St. Attracta’s Junior School.

This policy will be reviewed regularly and as deemed necessary. The views and opinions of the partners in education are welcome at all times.

The Board of Management of St. Attracta’s Senior School ratified this policy at its Board Meeting in February 2019.

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Nicholas Ryan, Chairman Muireann Máirtín, Príomh Oide

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

APPENDIX 1: LIST OF ROADS IN MEADOWBROOK

* Ashlawn
* Acorn Road
* Acorn Drive
* Ballinteer Road (ONLY the 7 houses between Ludford Road & Ashlawn)
* Beech Drive
* Beech Lawn & Beech Lawn Avenue
* Broadford Crescent
* Broadford Drive
* Broadford Hill
* Broadford Walk
* Chestnut Grove
* Dargle View
* Hawthorn Drive
* Hillview Estate
* Hillview Grove
* Ludford Drive
* Ludford Grove
* Ludford Park
* Ludford Road
* Meadow Close
* Meadow Grove
* Meadowmount
* Pine Copse Road
* Stonemason’s Green (3 Houses)
* Sycamore Drive
* Sycamore Road
* The Grove, Meadowmount
* Willow Gate
* Willow Road
* Wyckham Park Road

APPENDIX 2: PRIMARY ONLINE DATABASE (POD)

The Department of Education & Skills [DES] has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting.

The database holds data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother’s Maiden Name, Address, Date of Birth, Gender, Nationality, whether one of the pupil’s first language is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so, the reason for same, whether the pupil is in receipt of Learning Support and if so the type of learning support, whether the pupils is in a Mainstream or Special Class. The database records the class grouping and the class the pupil is enrolled in. The database also contains, on an optional basis, information on the pupil’s religion and on their ethnic or cultural background.

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil’s parent / guardian to identify their child’s religion and ethnic background and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data.