

**ST. ATTRACTA'S SENIOR NATIONAL SCHOOL
MEADOWBROOK
DUBLIN 16**



ENROLMENT POLICY



Ar aghaidh le chéile

**SCOIL SHINSIREACH NAOMH ATHRACHT
CLUAIN GHLAISE
ÁTH CLIAH 16**

UIMHIR ROLA: 19716B

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16
Enrolment Policy
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 are respected.

The Board of Management of St. Attracta's Senior National School hereby sets out its Enrolment Policy in accordance with the provisions of the Education Act, 1998, the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004) 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**, with particular reference to the enrolment of children with a disability or other special educational needs
- **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 beliefs, 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, traveller status, asylum seeker/refugee 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. Assisting the school in such circumstances, 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 operation of a school of 12 classes
- D.E.S. regulations governing the appointment/retention of teachers in primary schools
- the current maximum pupil teacher ratio of 29:1 in each classroom

Application Procedures for Enrolment

Parents/guardians of second class pupils in St. Attracta's Junior School are given Application Forms 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 **first Monday in February** and the closing date for applications is the **Friday before the February mid-term break**.

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 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 (attached)
- 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

- Attach a copy of the child's Birth/Adoption Certificate
- 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**

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.

Shortlisting 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.

- 1 Pupils in second class in St. Attracta's Junior School.
- 2 Catholic children living within the parish of St. Attracta's, Meadowbrook and brothers and sisters (including stepsiblings resident at the same address) of children already enrolled in the school.
- 3 Catholic children who live outside the parish and do not have a Catholic school in their parish
- 4 All non-Catholic children who live within the parish boundaries.
- 5 All children who apply to the school are entitled to a place in the school if there are vacancies after the groups from 1 - 4 have been allocated places. Should the number of such applicants exceed the places available, priority will be given to children according to date of application.

Transfer of Pupils and Admission Day/Date For New Pupils

New pupils are admitted to the school on the first day of the academic school year. A Cláruimhir (Registration Number) as required by the Department of Education & Science, is assigned to each child when s/he first attends St. Attracta's Senior School.

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. Pupils may transfer to the school at any time, subject to school policy, available space and in particular cases, the approval of the Department of Education and Science. 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.

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

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 medical and/or psychological 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. Following receipt of the report, the Board will assess how the school could meet the needs specified in the report.

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, learning support teacher, resource teacher, the Special Educational Needs Organiser or psychologist, as appropriate.

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 any/adequate support. If this information is not disclosed, the school cannot guarantee support for that child.

Code of Good Behaviour and Discipline

A hard copy of the school's Code of Good Behaviour and Discipline is made available to all parents/guardians of incoming pupils. They are also given copies of the school's Child Protection policy and Homework policy. The parents' attention is drawn to all other policies on curriculum, organization and management which are available on the school's website. The Board of Management holds parents/ guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. These policies may be added to and revised on a regular basis.

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 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

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 Science under Section 29 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

Monitoring/Evaluation/Review

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.

AR AGHAIDH LE CHÉILE

REGISTRATION FORM 2015 - 2016 FOIRM CLÁRÚCHÁIN

1 YOUR CHILD

First Name: _____ Surname: _____
Male Female Date of Birth: _____ PPSN No: _____
Home Address: _____
Parish of Residence: _____ Religion: _____
Home Phone No: _____ Nationality: _____
Contact Email Address: _____

2 PARENTS

MOTHER:	FATHER:
First Name: _____	First Name: _____
Surname: _____	Surname: _____
Address: _____	Address: _____
_____	_____
_____	_____
Occupation: _____	Occupation: _____
Work Phone No: _____	Work Phone No: _____
Mobile Phone No: _____	Mobile Phone No: _____

3 YOUR FAMILY

How many children in the family? ____ Where does this child come in the family? ____
If you have any other children in St. Attracta's, please complete this section.

Name: _____	Class: _____	Teacher: _____
Name: _____	Class: _____	Teacher: _____
Name: _____	Class: _____	Teacher: _____
Name: _____	Class: _____	Teacher: _____

Office use only: *Glactha:* _____ *Bainte:* _____ Please Turn Over ➔

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

4 YOUR CHILD'S HISTORY TO DATE

(a) Please indicate if your child has any relevant illness or medication. (e.g. impaired vision or hearing, speech and language delay, mobility problems, asthma, diabetes, epilepsy, allergies, bowel/kidney disorder)

Relevant Illness or Medication: _____

(b) If your child has had any of these assessments please tick the appropriate box below.

Speech & Language Emotional & Behavioural Psychological Other

Please give details: _____

(c) Does your child receive learning support or resource hours in school?

Please give details: _____

(d) Is there a history of dyslexia in your family? Yes No Don't know

~~~~~

#### 5 IN CASE OF EMERGENCY

We need to have the names of two local alternative contact people, in case parents cannot be contacted. It is essential that the people named below have a different address to those of the parents and that they have given their consent for their names to be used.

In case of an accident/emergency I consent to my child being brought directly to doctor/hospital. Please tick Yes  No

#### NEIGHBOUR/RELATIVE/FRIEND (1) NEIGHBOUR/RELATIVE/FRIEND (2)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Phone No: \_\_\_\_\_

~~~~~

6 SIGNATURES & COMMITMENTS

In accordance with DES Circular 56/2011, I understand that

- (i) copies of standardised test results and other school reports from St. Attracta's Junior School will be transferred to St. Attracta's Senior School and I agree to liaison between the teachers and principals in the Senior and Junior Schools.
- (ii) copies of standardised test results and other school reports from St. Attracta's Senior School will be transferred to the secondary school to which my child will transfer at the end of the Senior School cycle and I agree to liaison between the 6th class teachers, principal and representatives of the relevant secondary school.

I have received and read a copy of the school's Code of Good Behaviour & Discipline and accept its contents on behalf of my child. We will co-operate with the staff and support the ethos of St. Attracta's Senior School.

Signature of Parent: _____ Application Date: _____

The information on this registration form may be held on computer for school use only. No personal information from this form will be used for any other purpose. However, names, addresses, dates of birth and contact telephone numbers may be issued to the Health Board for hearing and vision testing or for public health purposes such as vaccinations, etc.

Please return this application form to the Senior School before Friday 14th February 2014

AR AGHAIDH LE CHÉILE

~~~~~  
**TO BE COMPLETED IF YOUR CHILD IS TRANSFERRING FROM ANOTHER SCHOOL**  
~~~~~

Your Child's Name: _____

Previous School: _____

School Address: _____

Telephone Number: _____

Principal's Name: _____

What class was your child in when he/she left the school? _____

Reason for Transfer: _____

Have you enclosed a copy of your child's most recent school report? Yes No

Did your child receive any form of learning support, resource hours etc. in their previous school? Yes No

Does your child have any educational, physical, emotional or other special need of which the school should be aware? Yes No

Please specify: _____

Note: We require reports from previous schools in order to meet the needs of your child. These reports should be submitted **as soon as possible** so that we can apply to the Department of Education & Skills for any necessary resources to which your child might be entitled.

Parent's Signature: _____

Date: _____

