

# Holy Family Junior School

# Enrolment Policy

## 2016

Holy Family Junior School is a member of the Ennis Parish Primary Catholic Schools Agreed Application System. The Agreed Application System is the process by which 1<sup>st</sup> level entry (2<sup>nd</sup> class in Holy Family Senior School, Junior Infants in all other schools) to any of the participating schools will be managed. The underpinning principles of the system are; **Inclusivity, Equality and Respect for Diversity.**

# **Ethos of Ennis Parish Primary Schools Agreed Application System**

## **Inclusivity, Equality & Respect for Diversity**

**Holy Family Junior School** is founded upon Gospel values and our Catholic tradition. Our mission is to inspire and enable each unique student to achieve their full spiritual, academic and personal potential and, at all times strive for excellence.

We are a welcoming school where tolerance, honesty, co-operation and mutual respect for others are fostered. We believe every student to be equal and we are committed to the development of the whole person within a secure and creative environment which is supportive of the individual regardless of their age, sex, race, colour, religion or disability. We provide a broad, balanced curriculum which we believe provides equal opportunity for all students to flourish and develop their given talents.

At **Holy Family Junior School** we aim to promote equality and tackle any form of discrimination. We actively promote harmonious relationships in all areas of school life. We seek to remove any barriers to access, participation, progression, attainment and achievement. We take seriously our contribution towards community cohesion.

## **SECTION 1: GENERAL INFORMATION**

### **Introduction**

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, John O'Byrne, Holy Family Junior School, Station Road, Ennis, Co. Clare and the principal Sharon Dilger, Holy Family Junior School, will be happy to clarify any further matters arising from the policy.

Holy Family Junior School operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

**School Name:** Holy Family Junior School  
**School Roll Number:** 17957N  
**School Address:** Station Road, Ennis, Co. Clare  
**Telephone No.:** 065 6829808  
**Denominational Character:** Catholic  
**Name of Patron:** Bishop Fintan Monahan  
**Total No. of Teachers:** 19  
**Range of Classes Taught:** Junior School with Speech and Language and Deaf Classes  
**Gender Orientation of School:** Boys and Girls

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and 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 need;
- ) equality of access and participation in the school;
- ) parental choice in relation to enrolment; and
- ) respect for diversity of values, beliefs, traditions, languages and ways of life in society.

## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

- ) Enrolment applications to this school must be made using a prescribed application form. The Ennis Parish Catholic Primary Schools Agreed Application System has a specific enrolment application form (Appendix 1) a copy of which may be obtained from, all participating primary schools.
- ) The timeline for the submission of written applications will be notified in the month of January each year both in the Parish newsletters and in the Clare Champion and the Clare People.
- ) Parent(s)/Guardian(s) who wish to apply to enroll a first level entry pupil are required to complete and return the enrolment application form to Holy Family Junior School, Station Road, Ennis, Co. Clare on or before the closing date for the receipt of enrolment applications.

### **Provision of Key Information by Parents/Guardians**

Parent(s)/Guardian(s) are in the first instance required to complete the enrolment application form.

As a result of our participation in the Ennis Parish Primary Schools Agreed Application Procedure information from the enrolment application form may be shared with St. Senan's Education Office (Education Secretariat for the Dioceses of Killaloe). Any information will be treated in a confidential manner and will not be shared with any other party or used for any purpose other than that of enrolment application.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed registration form must be returned to the school on or by the date specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

## **Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The Board will have regard for 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 children.

The Board 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, though compulsory attendance does not apply until the age of 6 years. Children applying to enroll in Holy Family Junior School must have reached the age of 4 years prior to the first day of the school year they will commence attendance at Holy Family Junior School.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. On an equal basis, children residing in the parish and children of school staff, priority eldest;
3. Children and or siblings of past pupils, priority eldest;
4. All other applicants, priority eldest.

In the event that mid criterion the number of eligible applicants sharing the same birthday exceeds the number of available places independently verified random selection (of this group) will apply.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- ) Size and available space in classrooms.
- ) Educational needs of children of a particular age.
- ) Multi-grade classes.
- ) Presence of children with special educational/behavioural needs.
- ) Health and Safety.

## **Enrolment of Children with Special Needs**

On enrolment of children with special needs 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 and training 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 can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or 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, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO 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, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Science.

## **Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

## **Code of Behaviour**

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

## **SECTION 3: APPEALS**

The Board of Management of Holy Family Junior School in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. It should be noted that such an appeal must be lodged within 42 days of the schools refusal 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 of Education and Science website at [www.education.ie](http://www.education.ie)

## **SECTION 4: EXCEPTIONAL CASES**

The Board of Management of Holy Family Junior School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child 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 student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

## **SECTION 5: POLICY APPROVAL/RATIFICATION**

The policy was ratified by the Board of Management of Holy Family Junior School.

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

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

# APPENDIX (1)

## Holy Family Junior School Enrolment Application Form

Application for Enrolment, admission commencing in the (please tick) [ ] 2017/18 [ ] 2018/19 school year.

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address (at which the applicant resides):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and class of Sibling(s) currently enrolled:

\_\_\_\_\_

Parish in which the applicant resides

\_\_\_\_\_

Name & dates of parent/guardian/sibling who previously attended the school:

From

To

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
\_\_\_\_\_

**Parent(s)/Guardian(s) Details:**

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address:

\_\_\_\_\_  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address:

\_\_\_\_\_  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

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

Completed enrolment applications must be returned to **Holy Family Junior School, Station Road, Ennis, Co. Clare**

# APPENDIX (2)

## Enrolment Registration Form

(Content at discretion of School)

This form should be used to obtain

- ) SEN information
- ) Emergency contact details
- ) Medical details
- ) Birth/Baptismal Certificates
- ) Guardianship/custody/access arrangements (please refer to the guardianship information sheet that can be found in the resources section of [www.stsenansed.ie](http://www.stsenansed.ie)).
- ) Other information sought by the school