

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15

ENROLMENT POLICY for 2018/2019

**Please refer to the information note on page 5 of this policy for definition of terms*

This enrolment policy was reviewed and updated by the Board of Management of Scoil Thomáis in November 2017

- **Section A of the policy is applicable for applications for Junior Infants class 2018/2019 school year.**
- **Section B of the policy is applicable for application for enrolment for classes Senior Infants- 6th Class for 2018/2019**

This Policy is written in accordance with the provisions of the Education Act 1998. The aim of Scoil Thomáis Enrolment Policy is to assist parents and prospective parents in relation to enrolment matters.

Scoil Thomáis is a co-educational Catholic primary school serving the parish of St Thomas the Apostle, Laurel Lodge. The school is under the patronage of the Catholic Archbishop of Dublin. It is a vertical school providing primary education for pupils from aged 4 - 12 years ie junior infants to sixth class.

The school has a total of 40 teachers on staff (2017/18) which comprises 26 class teachers, 12 Special Education Teachers (SET) and an Administrative Principal and Administrative Deputy Principal.

Scoil Thomáis operates under the Rules for National Schools and Department of Education and Skills guidelines. The School is staffed in accordance with the schedule laid out each school year by the DES. The school is funded by annual grant aid from the Department of Education and Skills.

Scoil Thomáis follows the curriculum prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. All pupils enrolled in the school are expected to participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, and Physical Education.

The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils may be exempted from the religious education programme at the request of their parents.

The Board of Management of Scoil Thomáis has formally adopted and implemented *Child Protection Procedures for Primary and Post Primary School, 2011* which is based on Children First: National Guidelines for the Protection and Welfare of Children 2011. This policy is accessible on the school website under POLICIES and a copy of the current Child Protection Policy is available from the office.

Within the context and parameters of Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, 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, special educational needs, disability, language/accent, gender, traveller status, nationality, political beliefs and values, family or social circumstances.

Pupils enrolled in Scoil Thomáis are required to co-operate with and support the Code of Behaviour and Anti-Bullying Policy as well as other policies. A copy of the school's Code of Behaviour and Anti-Bullying Policy is available to parents. Parents are responsible for ensuring that their child(ren) co-operate with school policies in an age appropriate manner. In the unlikely situation of repeated serious misbehaviour the school will follow procedures for suspension and expulsion set out by the Education Welfare Board /TUSLA guidelines.

Parents who accept a place for their child in Scoil Thomáis will be required to sign an undertaking to uphold the school Code of Behaviour and other policies. Parents must also accept the Catholic Ethos of the school as a condition of enrolment.

- **The BOM reserves the right to determine the number of classes at each class level and the maximum number of children in each classroom bearing in mind: size of/available space in classrooms, educational needs of children of a particular age, multi-grade classes, presence of children with special educational / behavioural needs, DES class average directives and teaching resources provided to the school.**
- **The BOM determines the number of places available for junior infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this enrolment policy will be used, in descending order of priority, to select children for offers of enrolment.**

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SECTION A: ENROLMENT FOR CHILDREN SEEKING A PLACE IN JUNIOR INFANTS CLASS 2018/2019

NOTE: Children seeking enrolment for 2018/19 school year must be 4 years on /before 30th April 2018

The following criteria will be used, in descending order of priority, to select children for offers of enrolment:

CATEGORY 1 *Places will be allocated to this group in order of date of birth*

- **Siblings*** of children already enrolled in Scoil Thomáis, born on or before 28th February 2014.
 - **Catholic children**, born on/before 28th February 2014, who are resident* in the parish of St Thomas the Apostle on date of enrolment.
 - **Children of present staff members**, born on/before 28th February 2014
 - **Catholic children who live outside the parish** of St Thomas the Apostle born on/before 28th February 2014 and who do not have a Catholic school in their parish.
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CATEGORY 2 *Places will be allocated to this group in order of date of birth*

- **Non-Catholic children**, born on/before 28th February 2014, who are resident* in the parish of St Thomas the Apostle on date of enrolment.
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CATEGORY 3 *Places will be allocated to children in this group in order of date of birth.*

- **Siblings*** of children already enrolled in Scoil Thomáis, born after 28th February 2014 but on/before 30th April 2014.
 - **Catholic children**, born after 28th February 2014 but on/before 30th April 2014 who are resident* in the parish of St Thomas the Apostle on date of enrolment.
 - **Children of present staff members**, born after 28th February 2014 but on/before 30th April 2014
 - **Catholic children who live outside the parish** of St Thomas the Apostle born after 28th February 2014 but on/before 30th April 2014 and who do not have a Catholic school in their parish.
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CATEGORY 4 *Places will be allocated to children in this group in order of date of birth.*

- **Non-Catholic children**, born after 28th February 2014 but on or before 30th April who are resident* in the parish of St Thomas the Apostle on date of enrolment.
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CATEGORY 5 *Places will be allocated to children in this group in order of date of birth.*

- **Catholic children**, born on or before 30th April, 2014 who are not resident* in the parish of St Thomas the Apostle on date of enrolment.
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CATEGORY 6 *Places will be allocated to children in this group in order of date of birth.*

- **Non-Catholic children**, born on or before 30th April 2014, who are not resident* in the parish of St Thomas the Apostle on date of enrolment.

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PROCEDURES FOR ENROLMENT OF CHILDREN FOR JUNIOR INFANTS CLASSES

Enrolment for Junior Infants normally takes place in mid-late January for the following school year. Advance notification of enrolment dates is placed in local newspapers, on the school website and in the school and parish newsletters. Applications are accepted from prospective junior infant pupils **aged 4 years on or before 30th April of the year of enrolment**. Parents seeking to enrol their child are required to attend the school on one of the notified enrolment days and complete an Enrolment Application Form and present accompanying documentation*. All applications for enrolment must be lodged with the school by 31st January (at the latest) of the year that the child is to commence school. **Applications received after this date are classified as LATE Applications**. Non-complete applications cannot be considered. **An application form for enrolment must be accompanied by the following documentation:**

1. **PPSN for your child** - requirement for Dept of Education & Skills
2. An original long form of **Birth Certificate** for your child
3. A **Baptismal Certificate** if the child is baptized
4. **Two Acceptable Forms of Documentation** as proof of present address* (*see categories & list of acceptable documents on page 5*)
5. **Any other relevant reports** ie medical /psychological/speech & language reports etc

It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when a pupil is enrolled.

IMPORTANT NOTE: IMPORTANT NOTE: Incorrect Information submitted regarding enrolment eligibility renders an application invalid. Parents of children who are enrolled on the basis of misinformation will be asked to withdraw their son/daughter from the school. Proof of residence may be investigated to determine eligibility for enrolment. The completion of an application form or the placement of a child's name on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined.

LATE APPLICATIONS - applications for enrolment for junior infants intake received after registration process is completed in January may only be accepted from families resident in Laurel Lodge Parish or from families who are moving into the Parish. Late Applications will be assessed according to the above enrolment criteria and offers of enrolment cannot be guaranteed. After the initial rounds of offers of places is completed the BOM reserves the right to prioritise offers to late applicants from Laurel Lodge Parish in cases where there is a valid reason for not completing enrolment registration in January.

*CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN SCOIL THOMÁIS

Parents should inform the school if their child has identified special educational needs or if there are concerns about any aspect of their child's development that might be relevant to the school. This will assist the school to ensure that suitable educational or assistive technology/teaching/care needs resources are sought to support the child's needs. The BOM will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources.

It is the policy of Scoil Thomáis to request an up-to-date Psychological Report and / or Medical Report etc for a child with identified special needs who are seeking a place in this school. The purpose of such reports 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. Where the Board deems that further resources are required it will make an application (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES) to seek the provision of resources to meet the needs of the child as outlined in the psychological/ medical or other reports.

OFFERS OF JUNIOR INFANT ENROLMENT AND ACCEPTANCE OF OFFER OF ENROLMENT

Round 1 Offers of Enrolment for Junior Infant classes will be notified to parents in writing (to the address on the enrolment application form) within 21 school days of the end of January. Acceptance of a place must be confirmed in writing by parents and the requested documentation (as outlined in the offer letter) submitted to the school within the stated time frame.

Round 2 and Subsequent Offers of Enrolment will be notified to parents (normally during March, April, May, June) if places become available due to non-acceptance of Round 1 offers. The BOM may impose a final cut-off date and parents who cannot be offered places will be informed at this stage.

Pupils accepted for enrolment will be registered as per the name on their birth certificate. Parents of pupils who accept school places for junior infants will be invited to a Parent Information Meeting in the school normally in mid/late May. It is important that parents attend this meeting. Prospective Junior Infant pupils and their parents are further invited to visit the school on a date in June to become familiar with their allocated classroom environment.

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SECTION B: ENROLMENT OF CHILDREN IN CLASSES FROM SENIOR INFANTS - SIXTH CLASSES

Scoil Thomáis does not normally enrol pupils seeking transfer from another school during the school year except in exceptional circumstances ie where a family relocates into Laurel Lodge Parish and it is not practicable for children to attend their previous school.

Parents wishing to enrol a child into classes (Senior Infants - Sixth class) or parents of children seeking to transfer to Scoil Thomáis from other schools are enrolled subject to the Rules Governing National Schools, as well as the current Scoil Thomáis Enrolment Policy. Pupils may apply to transfer to the school, in accordance with the school enrolment procedures and subject to the availability of places in particular classes. It is advised that parents who seek enrolment for child/ren or who seek to transfer a child/children from another primary school within the State should apply to the Scoil Thomáis in advance of the commencement of the school year. In such cases applications for enrolment should normally be submitted by 1st June preceding the start of the new school year to allow for the assessment of availability of places and processing of the application.

Applications for enrolment into classes from Senior Infants to Sixth are accepted from the following categories of applicants:

- **Scoil Thomáis pupils returning from approved specialized education placements** (ie Reading / Language Unit) in another mainstream school will be re-enrolled upon application. Every effort will be made to place the pupil with his/her former classmates at the appropriate class level.
- **Pupils seeking enrolment from outside the State or seeking to transfer from another primary school within the State** will be enrolled subject to availability of places at the class level sought and subject to verification of documentation etc.
- **Pupils seeking enrolment or re-enrolment following placement in a special school or other non-mainstream educational setting** will be enrolled subject to the availability of places and subject to an accompanying report from a professional service involved with the child recommending that the child will benefit from reintegration into a mainstream education. In such cases and as deemed necessary Scoil Thomáis will seek to have the educational supports ie SNA/ Resource Hours/ Assistive Technology in place in advance of the enrolment of the child.

In cases where there are more applications for enrolment for specific classes than places available the enrolment criteria in Section A of this policy (minus the birth date stipulations) will be applied.

FOR APPLICANTS FOR SENIOR INFANTS - 6TH CLASS: *Application forms for Enrolment must be accompanied by the following documentation:*

1. **PPSN for your child** - requirement for Dept of Education & Skills
2. An original long form of **Birth Certificate** for your child
3. A **Baptismal Certificate** if the child is baptized
4. **Two Acceptable Forms of Documentation** as proof of present address (*see categories & list of acceptable documents on page 5*)
5. **School Report/s from the previous school & other relevant reports** ie medical /psychological/speech & language reports

It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when a pupil is enrolled

IMPORTANT NOTE: Incorrect Information submitted regarding enrolment eligibility renders an application invalid. Parents of children who are enrolled on the basis of misinformation will be asked to withdraw their son/daughter from the school. Proof of residence may be investigated to determine eligibility for enrolment. The completion of an application form or the placement of a child's name on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN SCOIL THOMÁIS

Parents should inform the school if your child has an identified special educational needs or if there are concerns about any aspect of your child's development that might be relevant to the school. This will assist the school to ensure that suitable educational/assistive technology/teaching/care needs resources are sought to support the child's needs. The BOM will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources. It is the policy of Scoil Thomáis to request an up-to-date Psychological Report and / or Medical Report etc for a child with identified special needs who is seeking a place in this school. The purpose of assessment reports 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. Where the Board deems that further resources are required it will make an application (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES) to seek the provision of resources to meet the needs of the child as outlined in the psychological and / or medical or other report.

REFUSAL TO ENROL IN EXCEPTIONAL CIRCUMSTANCES: The Board of Management reserves the right to refuse enrolment in exceptional circumstances where (i) a child has special educational needs such that, even with additional resources available from DES/NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education, (ii) in the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.

APPEALS PROCEDURE: Parents 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 BoM, stating the grounds for appeal, and lodged within ten days of receiving the refusal to enrol. Parents, who are dissatisfied with the result of an appeal to the BOM, may further appeal to the Dept. of Education and Skills under Section 29 of the Education Act on the official form provided by the Dept. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child.

This policy was updated and ratified by the Board of Management on 7th November 2017 (for Review: September/October 2019)

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IMPORTANT INFORMATION FOR PARENTS/GUARDIANS WHEN MAKING AN APPLICATION FOR ENROLMENT:

1. *SIBLINGS AS DEFINED IN THIS POLICY

Siblings are defined as FULL or HALF siblings resident at the same address.

Applications from siblings NOT resident at the same address are dealt with in accordance with the enrolment category based on their address on the enrolment form

2. *RESIDENCY AS DEFINED IN THIS POLICY

Residency Boundaries *A map of the Laurel Lodge Parish (of St Thomas the Apostle) with an outline of the parish boundaries is available from the school/parish office.

Resident at Time of Enrolment is applicable from the date of application for enrolment and up to and including the actual date of enrolment in the school i.e when the child attends school.

3. *DOCUMENTS REQUIRED WITH ENROLMENT APPLICATION FORM

One document from each of the following TWO categories is required as proof of address.

Documents must clearly show the name and address of the parent/guardian and must be dated as outlined below. Where parents have separate addresses the relevant -documents must be provided on behalf of the primary residence of the child to be enrolled.

ACCEPTABLE BILLS in CATEGORY 1: (dated within previous 2 months)

original bills only for Home Landline, Broadband, Electricity, Gas, Cable, Satellite TV

NOTE: (MOBILE PHONE & WASTE COLLECTION bills are not acceptable)

ACCEPTABLE BILLS in CATEGORY 2: (dated within previous 3 months)

original correspondence from a Government/Official Agency (dated with previous 3 months) such as Dept Social Protection Child Benefit Letter, Statement from a Bank/Building Society/Credit Union/Insurance Company, Letter from Dept. Social Protection/Revenue *or* other official correspondence from an Irish State Agency.

NOTE: All original documents will be photocopied by the school on the day of registration for enrolment and originals will be returned immediately to applicant.

4. VERIFICATION OF DOCUMENTS PRESENTED WITH ENROLMENT APPLICATION

The Board of Management reserves the right to make any such enquiries as are deemed necessary to ascertain proof of residence when determining eligibility for enrolment.

Parents/Guardians are required to sign a Declaration that the information provided on the Application for Enrolment Form is valid. (This declaration is included on the Enrolment Form)

The provision of inaccurate or misinformation will invalidate an application and may result in the withdrawal of an enrolment offer.