

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15

ENROLMENT POLICY 2015

This enrolment policy was reviewed and updated by the Board of Management of Scoil Thomáis in November 2014. It is written in accordance with the provisions of the Education Act 1998. The aim of our school enrolment policy is to assist parents and prospective parents in relation to enrolment matters.

Scoil Thomáis is a primary co-educational Catholic 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 4years – 12years ie junior infants to sixth class.

The school has a total of 38 teachers on staff which comprises 25 class teachers, 11 special education teachers and 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, Gaelige, 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*. Our policy is accessible on the school website under *POLICIES* and a copy of our "Child Protection Policy" is available from the school 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/accnt, 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 school Code of Behaviour as well as other policies. A copy of the school code of Behaviour is available to all parents. Parents are responsible for ensuring that their child(ren) co-operate with the policies in an age appropriate manner. In the unlikely situation of repeated serious misbehaviour the school will follow procedures for suspension and expulsion as set out in the National Education Welfare Board (NEWB) 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.

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15

ENROLMENT POLICY 2015

ENROLMENT CRITERIA FOR CHILDREN SEEKING A PLACE IN JUNIOR INFANTS CLASS 2015/16

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

Category 1

- **Catholic children**, born on or before 30th June 2011, who are resident in the parish of St Thomas the Apostle *on date of enrolment*.
- **Siblings of children already enrolled** in Scoil Thomáis, born on or before 30th June 2011.
- **Children of present staff members**, born on or before 30th June 2011
- **Catholic children who live outside the parish** who do not have a Catholic school in their parish.

Places will be allocated to children in this group in order of date of birth.

Category 2

- **Non-Catholic children**, born on or before 30th June 2011, who are resident in the parish of St Thomas the Apostle *on date of enrolment*.

Places will be allocated to this group (in order of date of birth) if vacancies exist when Category 1 children have been accommodated.

Category 3

- **Catholic children of families** who are not resident in the parish of St Thomas the Apostle, born on or before 30th June 2011,

Places will be allocated to this group (in date of birth order) if vacancies exist when category 1 & 2 children have been accommodated

Category 4

- **Non-Catholic children of families** who are not resident in the parish of St Thomas the Apostle, born on or before 30th June 2011.

Places will be allocated to this group (in date of birth order) if vacancies exist when category 1, 2, & 3 children have been accommodated.

Category 5

If vacancies still exist, children born in July & August 2011 will be allocated places in the same order as above.

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15

ENROLMENT POLICY 2015

PROCEDURE FOR ENROLMENT OF CHILDREN FOR JUNIOR INFANTS CLASSES

Enrolment for Junior Infants normally takes place each year in mid-late January. Advance notification of enrolment dates is placed in local newspapers, on the school website and in the school and parish newsletters. The BOM strongly recommends that prospective junior infant children be at least 4 years of age on or before 30th June 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 of the year that the child is to commence school.

****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 recent Utility Bills** as proof of present address
5. **Any other relevant reports** ie medical /psychological/speech & language reports *

Please 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 as per above.

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 NEEDS SEEKING TO ENROL IN SCOIL THOMÁIS**

We ask parents to inform the school if your child has an identified special need 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 can be sought to support the child's needs.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.

* 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 report.

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15

ENROLMENT POLICY 2015

PROCEDURE FOR OFFERS OF SCHOOL ENROLMENT AND ACCEPTANCE OF ENROLMENT

1. Offers of enrolment for junior infant classes will be notified to parents in writing (to the address as per enrolment application form) within 21 school days of the end of January.
2. 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.
3. All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.
4. Parents of pupils who accept school places for junior infants will be invited to an Information Meeting in the school normally in late May. It is important that parents attend this important meeting.
5. Prospective junior infant pupils and their parents are invited to visit the school on a date in June to familiarize themselves with the classroom environment.

ENROLMENT OF CHILDREN IN CLASSES OTHER THAN JUNIOR INFANTS

Children wishing to enrol into classes (senior infants – sixth class) or children seeking to transfer to Scoil Thomáis from other schools are enrolled subject to the Rules Governing National Schools, as well as Scoil Thomáis Enrolment Policy. Pupils may apply to transfer to the school, subject to school policy and subject to the availability of places in classes.

It is advised that parents who seek enrolment for child/ren or who seek to transfer a child/children from another school should apply to the Scoil Thomáis in advance of the commencement of the school year. When a child is accepted for enrolment, Scoil Thomáis normally seek school reports and with parental permission will request other relevant reports etc from a pupils' previous school.

In cases where children seek to enrol or seek to transfer from another school, parents will be informed of availability of places in Scoil Thomáis within 21 days of application for enrolment.

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

Scoil Thomáis Enrolment Policy will be reviewed annually. Next Review: December 2015

Reviewed and Ratified by the Board of Management on 11th November 2014