



St. Anne's National School,

Shankill,

Co. Dublin.

Telephone: 2825565

Enrolment / Admission Policy

Introduction

This enrolment policy for St. Anne's N.S. has been prepared and ratified by the Board of Management (BOM) and operates in accordance with Rules for National Schools and other relevant circulars, amendments and regulations as decreed by the Department of Education & Skills.

This policy explains the admission procedures prepared by the BOM, as stated in the Education Act, 1998.

General Information about the School

St. Anne's N.S.

Stonebridge Road

Shankill

Dublin 18

D18AV61

Tel: 1 282 5565

www.stannesshankill.com

Patron: Archbishop Diarmuid Martin

Principal: Mr. John Fingleton

St. Anne's N.S. is a Roman Catholic school under the patronage of the Catholic Archbishop of Dublin. It opened in 1961. It is a mixed (boys and girls) school with the full stream of classes (Junior Infants to 6th class) being taught. At present, there are twenty-eight teachers on staff: Principal, nineteen Class Teachers, 8 Special Education Teachers.

School opens at 8.50 a.m. and closes at 2.30 p.m., except for Junior and Senior Infants for whom school closes at 1.30 p.m.

The school is funded by the grants, which are paid to the Board of Management by the Department of Education and Skills (DES) and by other agencies and the school operates within the rules and regulations set by the DES. St. Anne's N.S. follows the curricular programmes prescribed by the DES which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Half an hour per day is allocated to the teaching of the Catholic religion programmes including the preparation of the children for the Sacraments of Reconciliation, First Holy Communion and Confirmation. *Grow in Love* and *Alive O* are the religion programmes used in St. Anne's N.S.

Enrolment / Admission Policy

Section A

The enrolment policy is set out:

- in accordance with the provisions of the Education Act 1998;
- taking into account the rights of the Patron as set out in the above Act;
- within the context and parameters of the DES regulations and programmes;

and

- bearing in mind the funding, facilities and resources available.

Under this policy, no child is refused enrolment / admission to the school on the grounds of disability, special educational needs, gender, ethnicity, family or social circumstances, traveller status, religious / political beliefs, language, asylum seeker / refugee status.

The school supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or special educational need;
- equality of access and participation in the school;
- parental choice in relation to enrolment;
- respect for the diversity of values, beliefs, traditions, language and ways of life in society.

While recognising the rights of parents to enrol their child in the school of their choice (Education Act 1998, Section 15:2), the Board of Management equally strives to respect the rights of the children already enrolled. This requires the Board of Management making balanced judgements guided by the principles of natural justice and the best interests of all children being taken into account.

Section B

In light of these factors, the Board of Management reserves the right to determine the maximum number of children ordinarily accommodated in each classroom bearing in mind:

- size of available space in the classroom;
- the educational needs of children of a particular age;
- presence of children with special educational / behavioural needs;
- DES guidelines and directives on class size;
- multi-grade classes.

Section C - Admission Policy

In the event that the number of children seeking enrolment exceeds the number of places available in any class, the Board of Management will operate a cut-off date in age of applicants in each of the listed categories, beginning with category 1, in order to allocate places. Where two children in the same category share the same birth date, the application received first by the school will be given priority. If the applications were received on the same day, a lottery will decide. The designation of the cut-off date is at the discretion of the Board of Management and may vary from year to year depending on the demand for places.

Using that cut-off date, first round offer of places are then issued in accordance with the criteria below:

1. Brothers and sisters of children already enrolled in the school (at time of processing enrolment applications), who reside within the parish of Shankill.
2. Children who reside within the catchment area of the school (at time of processing enrolment applications) - see 'Catchment Area Map' on our School Website
3. Brothers and sisters of children already enrolled in the school (at time of processing enrolment applications), who reside outside the parish of Shankill
4. Children living outside the catchment area (at time of processing enrolment applications), but within the parish
5. Children from other areas (at time of processing enrolment applications) not covered in categories 1-4 above.

The Board of Management reserves the right to admit the children of staff members at any time.

Enrolment is subject to verification of the child's address at the time when offers are made.

Applications for enrolment for Junior Infants

Applications for enrolment on behalf of Junior Infants should be made between the 5th day of November 2018 and the 16th day of November 2018 (inclusive). During this time, parents and guardians are invited to call to the school office for an application form. Application forms should be completed and returned to the school before 2pm on the 16th day of November 2018.

Existing applications for enrolment (incoming Junior Infants) received by the school prior to December 31st 2016 will remain valid. Since January 1st 2017, no new applications for enrolment on behalf of the incoming Junior Infants will be received except during the specified dates in November of each year.

Please note: This school does not operate on a 'first come, first served' basis.

In the event that the number of children seeking enrolment exceeds the number of places available, the Board of Management will consider the following (in order of priority) - the relevant category (see Section C); the age of the child within each category.

Cognisance shall be made of the following:

- separated parents - any possible dual address issues;
- if a family with children already attending the school move outside the catchment area or parish, subsequent siblings will be moved into category 3 when being assessed for enrolment.
- Catholic children will be required to submit a Baptismal Certificate with the enrolment application.

Section D

For the purposes of considering the enrolment of children from categories listed above, the following priorities shall apply:

- All children being enrolled in Junior Infants shall have reached their 4th birthday by **the last day of May** in the calendar year in which they are enrolled.
- On application to the school, applications will be categorised in accordance with the principles (1-5) listed in Section C above.
- Should there be vacancies to be filled in Junior Infant classes when category 1 applicants have been granted, they shall be offered in turn to category 2, category 3, category 4 and category 5.
- Transfer from one category to another as result of address change - placement of the transferred application is determined by **date of transfer**, and NOT the date of the original application.

IMPORTANT:

Residential address of applicants will be checked against the telephone directory & electoral register. Please note that addresses of relatives are not acceptable. Two utility bills will also be required as proof of residency. Additional proof may be requested by the Board of Management where deemed appropriate or necessary (e.g. official government correspondence).

On receipt of an application for enrolment, the school will write a letter of receipt of application. **This in no way guarantees a place in the school. No child is guaranteed a place until officially notified in writing that a place is being offered.**

Within the parameters outlined above, the school's enrolment policy will be administered by the Principal.

Section E

Certain information will be required when an application for enrolment is made:

- This will include prospective pupil's name;
- Age;
- address *;
- names and addresses of child's parents / guardians, details of medical needs **;
- contact numbers;
- (additional) contact numbers in cases of emergency;

* Parents / guardians enrolling a child in the school will be asked for proof of address at which the child is ordinarily resident before an application may be considered. The electoral register may be consulted to verify addresses in addition to a request for utility bills.

** The school should be made aware of the details of any medical / behavioural conditions (medical reports / psychological reports) that are already known (see Section F also)

Enrolment is contingent on the completion and return of POD information form which includes the furnishings of the applicant's PPSN, followed by written confirmation to parents. New enrolments will be logged into POD using individual PPSNs. If a child enrolls in two schools, a PPSN conflict will be triggered, which will alert us of the dual enrolment. Parents will then be contacted to clarify their situation.

Section F - Children with Special Educational Needs

Enrolment of Children with Special Needs

St. Anne's N.S. supports the principles of inclusiveness and equality of access and participation, within the context of Department of Education and Skills regulations and programmes, and within the funding and resources that are available. Each case will be examined carefully, as every child with special needs has specific educational and/or physical requirement(s). However, the teaching capacity and resources of the school may not be sufficient to respond adequately to the needs of some pupils.

Parents / guardians of children with special educational needs should advise the principal of St. Anne's of their child's particular needs so that the most appropriate learning environment for their child is established before commencing in the school. Subject to the following, no distinction is made between applicant children with special educational needs and applicant children without special education needs.

The Board of Management requests that medical/psychological assessments be made available to assist the school in establishing the educational and any other needs of the child relevant to his/her special needs and to profile the support services required (this will happen in accordance with Circular 0056/2011). Where such reports are not available, the Board of Management may request that the child be immediately assessed for the purpose of assisting the school in establishing the specific needs of the child relevant to his or her special needs. A profile of the relevant support services necessary may need to be furnished by the relevant authorities.

Following receipt of such reports, the Board of Management will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it

will request the Department of Education & Skills and/or The National Council for Special Education, to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

The Principal, acting on behalf of the Board, will meet with the parents of the child to discuss the child's needs and the school's suitability in meeting these needs. If necessary, a full case conference involving all relevant parties (which may include parents / guardians, Principal, Class Teacher, Psychologist and other professionals as appropriate) will be held.

The Board of Management reserves the right to refuse to enrol a pupil who would otherwise be entitled to a place, where there are exceptional circumstances. Exceptional circumstances would include situations where a pupil has special needs such that, even with additional resources provided by the Department of Education & Skills, the school is not in a position to provide the pupil with an "appropriate education".

Section G - Students transferring from other schools

Students may transfer to the school from other schools at the beginning of each quarter, i.e. 1st July, 1st October, 1st January or 1st April, or as soon as the school is open after that date, subject to the school's Enrolment Policy, the availability of places and in some cases, the approval of the Department of Education and Skills. In considering student transfers, the Principal (on behalf of the B.O.M.), will ask for a reference from the student's current teacher. Copies of school reports and Standardised Test results where available will be sought but only after enrolment in this school has been accepted (in line with Circular 0056/2011). The Principal will also contact the Principal of the other school for a report, as required by the Educational (Welfare) Act 2000 and the parents / guardians will be notified of the BOM's decision in writing within 21 days. This is in accordance with Rules for National Schools, where there is no change of address. The Principal shall request the pupil's PPS number, to facilitate the update of the POD system.

Where children leave the school to attend school elsewhere, no guarantee can be given that they may be re-enrolled in the school upon their return to Shankill. Depending on the current size of the class they seek to re-join, subject to current D.E.S. guidelines, re-enrolment may not be possible. Provision for previously enrolled children who have attended the Reading School or a SSLI class, etc. and wish to re-enrol following finishing their time at these schools/classes will be accommodated.

The school where necessary will operate a 'waiting list' for the above purpose. When an application is received, it will be added to the appropriate category based on the criteria outlined in Section 3 of this policy. In the event that the number of children seeking enrolment exceeds the number of places available in the school, the Board of Management will consider the following (in order of priority) - the relevant category (see Section C); the age of the child; the available space in any given class; the date of application.

Notification to Parents / Guardians

All parents / guardians who have submitted an application (for incoming Junior Infants) will be contacted by post during December prior to the September entry. They will be asked to supply proof of their home address to the BOM. When a place is offered, they will be asked to confirm acceptance of the place offered in writing by a specified date. Failure to accept the place within the allocated time span will result in the place being offered to another child. A copy of the Code of Behaviour will be sent to the parents / guardians with the letter of offer. Written acceptance of a place also implies acceptance of the school's Code of Discipline.

Introductory Meeting

A meeting for parents / guardians only may take place in May. Newly enrolled children with their parents / guardians will be invited to visit the school in June. They will meet the principal, their class teachers and their fellow pupils and get a chance to see their classrooms. Booklists and information about uniform will be issued.

Right to Appeal

The Board of Management of St. Anne's N.S. recognises a parent's right to appeal a refusal to enrol through the Appeal Procedures under Section 29 of the Education Act 1998.

The Board of Management reserves the right to review, amend and append this policy to maintain the ethos of the school. Its decision is final and binding.

Board of Management

This policy was ratified by the Board of Management on the 21st of December 2017.

This policy will be reviewed by the Board of Management at their Board meeting in February 2019.

Mr. Justin Kilcullen

Chairperson of the Board of Management