



# Enrolment Policy

## General Introduction

- This enrolment/admissions policy is set out in accordance with the provisions of the Education Act 1998 and the Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters. Furthermore the Chairperson of the Board of Management, Ms Claire Godkin, and the Principal Teacher, Cliona O’Keeffe (and Acting Principal Colette Howlett), (Tel: 4946647) will be happy to clarify any further matters arising from this policy.
- Copies of this policy are available on request from the school office. Notification of this appears in school newsletter from time to time.
- Our Lady’s BNS is a Roman Catholic National School, catering for boys from Junior Infants to Sixth Classes (inclusive), under the patronage of the Catholic Archbishop of Dublin, Archbishop Diarmuid Martin. The catchments area of the school is the Catholic Parish of St. John the Evangelist, Dublin 16.
- The school also includes an ASD Class catering for boys. The catchments area for this unit is South County Dublin.
- Our Lady’s BNS is a 16 classroom school with a total of 17 teachers – principal teacher, 11 mainstream teachers, 2 ASD class teachers, 4 Special Education Teachers. There are 9 Special Needs Assistants employed in the school.
- The school is grant-aided by the Department of Education and Science and operates under the Rules for National Schools, as amended from time to time by the Minister for Education and Science. The level of staffing and the policies followed by the school are dependent on the levels of funding and resources available to it.
- Parents are requested to make a voluntary subscription per annum to supplement the cost of curriculum resources.
- The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act (1998). The school also follows the Religious programmes as prescribed by the Education Secretariat of the Archdiocese of Dublin.
- Within the context and parameters of D.E.S regulations and programmes and the rights of the patron as set out in the Education Act and the funding and resources available of it, the school supports the principles of:
  - Inclusiveness, particularly with reference to the enrolment of pupils with a disability or other special educational needs
  - Equality of access and participation in the school
  - Parental choice in relation to enrolment
  - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society
- The School year is operated within the regulations set down by the Department of Education and Science and is decided from year to year by the Board of Management. A typical school year would be as follows:

Summer Holidays	School Closed for the months of July and August
Autumn Mid-Term	One week around the October Bank Holiday/Hallowe’en
Christmas Holidays	Approximately 2 weeks



- While recognising the right of parents to enrol their child(ren) in the school of their choice, the Board of Management is also responsible 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 interest of all children. Therefore the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
  - Size of / available space in classrooms
  - Multi-grade classes
  - Presence of children with special educational/behavioural needs
  - Department of Education and Science maximum class average directives (currently a maximum average of 30 children)
- In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year the following criteria will be used to prioritise children for enrolment:

**Category 1 (Priority given to this category)**

Brothers of children already enrolled in Our Lady’s Schools, living within the parish boundaries, who meet the age requirement outlined below.

**Category 2**

Boys living in the parish boundaries aged 4 years by April 30<sup>th</sup> of the year in which they hope to begin school, eg 30<sup>th</sup> April 2019 for those wishing to start in September 2019.

**Category 3**

Sons of staff members of Our Lady’s Schools, who meet the age requirement outlined in category 1.

**Category 4**

All children who do not meet the criteria laid down in categories 1, 2 & 3 will be placed on a fourth list.

**Applications for all categories are ranked in order of date of birth.  
Priority is given to the oldest children.**

**Pupils Transferring**

- Pupils may transfer to the school at any time subject to the school policy on enrolment, available space and in some cases, the approval of the Department of Education and Science.
- Such pupils must furnish the school with a letter of transfer from their previous school upon enrolment.
- Reports from previous school(s) should also be provided.

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

- Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. Their parents/guardians must provide the school with the report of an educational psychologist which recommends placement in a school like ours before registration can take place.
- The Department of Education and Science may recommend that pupils with special needs attend our resource teacher for a specified time per week. They might also allocate a special needs assistant for the child.
- Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced specifically to cater for the needs of children with special educational needs.

## **The Enrolment of Children in the ASD Class for Children with Autism**

The enrolment of children into the ASD Class for Children with Autism is outlined in a separate policy.

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This policy was adopted by the Board of Management on:

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

**Signed:** \_\_\_\_\_

**Chairperson of Board of Management**

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**Principal**

**Date of Review:** \_\_\_\_\_