



Reference No.	HR-POL-01
Version	2.0
Operative Date	21st January 2019
Status	Live
Approved by	Board of Management

HOLY ROSARY PRIMARY SCHOOL

Enrolment Policy

The principles in this policy are approved by the Board of Management and therefore constitute standard practices, which apply throughout Holy Rosary Primary School.

Signed

Chairperson, Board of Management

Date

This policy, along with all Holy Rosary policies, is available on the Holy Rosary website. Electronic copies of these policies are controlled and live. Holders of printed copies of the policies are responsible themselves for ensuring that they have the most up to date version.

This is a Controlled Document, as presented on-line.

If you read this in printed form,

It is Uncontrolled.

If the user of this document discovers any errors with the document or would like to suggest feedback to improve the document, the user should contact the Principal of Holy Rosary Primary School.

“Mol an Óige agus tiocfaidh sí”

“Recognising and embracing the diversity within the community, we are committed to developing the individual pupil in a secure and challenging learning environment”

Contents

1	Policy for New Entrants to the School	3
1.1	Rationale	3
2	Definitions	3
3	Implementation	3
3.1	General Information	3
3.2	Enrolment Procedures	4
3.3	Criteria for Acceptance	4
3.4	Pupils Transferring	4
3.5	Children with Special Needs	5
3.6	Parental Responsibility	5
3.7	Right of Appeal	5
3.8	Ratification and review	5
	Briefing Note	6

Version No.	Date	Comments
1.0	2014	Initial Release
2.0	21 st January 2019	Policy reviewed and reformatted.

1 Policy for New Entrants to the School

1.1 Rationale

- 1.1.1 This policy is set out in accordance with the provisions of the Education Act 1998 and is published by the Board of Management of Holy Rosary Primary School with a view to assisting parents in making an informed decision about enrolling their children in the school.

2 Definitions

- 2.1.1 **BOM** – Holy Rosary Board of Management.
- 2.1.2 **DES** – Department of Education and Skills.
- 2.1.3 **SET Teacher** – Special Education Teacher

3 Implementation

3.1 General Information

- 3.1.1 Holy Rosary Primary School, Old Court Avenue, Firhouse, Dublin 24 is a Catholic, multicultural, designated disadvantaged school, under the patronage of the Archbishop of Dublin, Dr. Diarmuid Martin, and welcomes children from all faiths and cultures in accordance with the criteria set out in this Policy.
- 3.1.2 Its catchment area is the parish of Bohernabreena.
- 3.1.3 It is a 41 teacher mixed vertical school with 24 class teachers and 14 SET teachers. It also has an Administrative Principal, Home School Liaison Teacher and Support Teacher.
- 3.1.4 The school depends on the grants and other educational resources provided by the Department of Education and Skills.
- 3.1.5 Holy Rosary operates under the Rules for National Schools and Departmental Circulars and is funded by grants from the Department of Education & Skills.
- 3.1.6 Summary information about the school is to be found in the Policy and Procedures booklet which is available through the school office and which each parent receives when they complete an application to enrol their child.
- 3.1.7 While recognising the right of parents to enrol their child/children 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.
- 3.1.7.1 This requires balanced judgements, which are guided by the principles of natural justice and health and safety.
- 3.1.7.2 Acting in the best interests of all children, the Board reserves the right to refuse applications and/or determine the maximum number of children in each separate classroom, bearing in mind:
- a) Size of / available space in classrooms/school.
 - b) Educational needs of children of a particular age.
 - c) Multi-grade classes.
 - d) Presence of children with special educational / behavioural needs.
 - e) DES maximum class average directives (currently a maximum average of 26 children).

3.2 Enrolment Procedures

- 3.2.1 Parents who wish to enrol their child in the school are required to complete an application form which is available from the school office and/or website.
- 3.2.2 This form must be submitted to the office with relevant documents.
- 3.2.2.1 These documents include:
- A Birth Certificate
 - A household utility bill
 - A Baptismal Certificate (if Roman Catholic)
- 3.2.2.2 The application cannot be accepted for processing without these documents and incomplete applications will be returned to parents.
- 3.2.3 Parents will receive a decision regarding enrolment of the child within 21 days of receiving a complete application.
- 3.2.4 An information meeting for parents will take place in April/May each year.
- 3.2.5 In the case of Junior Infants, application forms are only accepted in October each year. All applications for enrolment must be received by October 30th in the year preceding enrolment i.e. an application for 1st September 2019 must be received by 30th October 2018.
- 3.2.5.1 No decision on any Junior Infant application will be made before 30th October.
- 3.2.5.2 The Board of Management will reply to all Junior Infant applications within 21 days of that date.

3.3 Criteria for Acceptance

- 3.3.1 In principle, children will be enrolled on application provided there is space available.
- 3.3.2 In the event that applications exceed places, children born before 30th April in the year they wish to enrol will be given priority according to the following criteria:
- a) Children who have siblings already in the school.
 - b) Children who live in the parish of Bohernabreena.
 - c) Children of staff in the school.
 - d) Children who live outside the parish and whose permanent home address is closest to the school.
 - e) Any remaining applicants.
- 3.3.3 A child removed from the register in accordance with school rules shall at the request of the parents, be re-enrolled in the school subject only to there being a place available.

3.4 Pupils Transferring

- 3.4.1 Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, the Board of Management's policy on Health & Safety and all relevant BOM policies.
- 3.4.2 Normally transfers are only considered for the start of each new school year except in the case of pupils newly resident in the area.
- 3.4.3 In the case of such pupils, an enrolment application form must be completed and returned with an original birth certificate and proof of address.

- 3.4.4 Our school will contact the former school to ensure information supplied is accurate and request an attendance report and any relevant documents pertaining to the child's educational progress.

3.5 Children with Special Needs

- 3.5.1 The Board may request a copy of the child's medical and/or psychological report. Where such a report is not available, the Board may request that the child be assessed immediately.
- 3.5.2 Following receipt of this report, the Board will assess how the school can meet the needs specified in the report. Should the Board deem that further resources are required, it will, prior to enrolment, request that the Special Educational Needs Organiser provide them.
- 3.5.3 The school will meet with the child's parents to discuss his/her needs and the school's ability to meet these needs. If necessary, a full case conference involving all relevant parties (school, parents, psychologist or other professionals) will be convened.
- 3.5.4 Subject to the resources being made available and the child meeting the criteria for acceptance listed at 3.3.2, the child will be enrolled.

3.6 Parental Responsibility

- 3.6.1 Children who enrol in our school are required to comply with our Code of Behaviour, as well as all other policies on curriculum, organisation and management.
- 3.6.2 Parents must agree to the Board of Management's Code of Behaviour in writing before any enrolment application will be considered.
- 3.6.3 The Board of Management places parents responsible for ensuring that their children comply with all school rules and regulations in an age appropriate way.

3.7 Right of Appeal

- 3.7.1 Under Section 28(1) of the Education Act (1998) a parent/guardian may appeal against a decision not to enrol a child in school. The appeal should be made in writing to the Board of Management through the Chairperson, within a reasonable time, normally two weeks of a decision being made.

3.8 Ratification and review

- 3.8.1 This policy was amended and ratified by the Board of Management at its meeting on 21st January 2019. It will be reviewed on a regular basis and, depending on circumstances may be amended accordingly.

Briefing Note

<p>Purpose:</p> <p>This policy is published by the Board of Management of Holy Rosary Primary School with a view to assisting parents in making an informed decision about enrolling their children in the school.</p>	<p>Scope:</p> <p>This policy relates to Holy Rosary school enrolment.</p>
<p>What's New / What's Changed & Why?</p> <p>This policy was reviewed and reformatted and issued as version 2.0.</p> <p>The previous version contained 5 Statements covering enrolment.</p> <p>In this version enrolment is covered under the following headings:</p> <ul style="list-style-type: none"> 3.1 General Information 3.2 Enrolment Procedures 3.3 Criteria for Acceptance 3.4 Pupils Transferring 3.5 Children with Special Needs 3.6 Parental Responsibility 3.7 Right of Appeal 3.8 Ratification and review 	
<p>Target Audience:</p> <p>Perspective Parents/Guardians of Children wishing to enroll in the school.</p> <p>Holy Rosary staff involved in school enrolment.</p>	
<p>Note:</p> <p>Advise target audience to read thoroughly any sections that affect them directly.</p> <p>Be more specific and expand on sections as appropriate for the audience.</p> <p>Encourage feedback. If any feedback, Briefer should forward details to the Principal.</p>	