

ENROLMENT POLICY.

A. General Information.

The Board of Management of Loreto Primary School has drawn up this policy in accordance with the provisions of the Education Act 1998. The Board trusts that by doing so parents will be assisted in relation to enrolment matters. The Chairperson of the Board, and the Principal, will be happy to clarify any further matters arising from the policy. The policy was first drawn up in 2002 and reviewed and amended in 2008.

Loreto Primary School, Harbour Road, Dalkey is a Catholic school serving the people of the parish of Dalkey, under the trusteeship of the Loreto Sisters and the patronage of the Catholic Archbishop of Dublin. The school has a commitment to diversity and inclusively while, at the same time, protecting the integrity and Catholic ethos of the school. The school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Catholic Church and promotes the formation of the pupils in the Catholic faith.

The school has 16 teachers, which includes the principal, twelve class teachers, three special educational needs teachers and a part time language support teacher. The school caters for girls from Junior Infants to 6th class and for boys from Junior Infant to 1st class. The school depends to a large extent on the Department of Education for grants and teacher resources and operates within the regulations laid down by the Department. Fund raising is undertaken to supplement Department grants. When drawing up school policy we are mindful of the resources and funding available to us. The school follows the curricular programmes prescribed by the Department of Education and Science which are amended from time to time in accordance with Sections 9 and 30 of the Education Act.

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act, and funding and resources available, this school supports the following principles:-

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need.
- 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.

B. Enrolment Procedure

1. Parents who wish to enrol their child in Junior Infants or any other class apply by letter or phone to have their child's name placed on a waiting list. This can be done at any time after the child is born. An application form is sent by the school in September of the school year prior to admission. The following information is required on the application form:

- Pupil's name, address and date of birth.
- Contact telephone number.
- Religion/Parish.
- Details of any medical condition which the school should be aware of e.g. allergies.
- Detail of any known special needs, intellectual, emotional, physical assessed syndrome or disorder.

The closing date for receipt of applications is announced in the local Catholic Church in October of the school year prior to admission.

An enrolment form is sent to parents of children for Junior Infants in November of the school year prior to admission. The criteria in 5 below are used when allocating places. If this form is completed and returned within the required time the child is guaranteed a place in Junior Infants the following September. Any remaining places are allocated to children next on the waiting list.

2. The following information is required when children are being enrolled:

- Pupil's name, address, date of birth and PPSN.
- Names and addresses of pupil's parents/guardians.
- Contact telephone numbers and email addresses (if available).
- Contact telephone numbers in case of emergency.
- Details of any medical conditions which the school should be aware of.
- Religion/Parish.
- Previous school attended and reasons for transfer if applicable
- Any other relevant information e.g. known special needs, educational or other.
- Name and phone number of family doctor.
- Position in family.
- Names of siblings in school

Parents are also requested to provide a baptismal cert where applicable, proof of address and are asked to sign a consent form allowing transfer of information, diagnostic and

educational tests to be administered, activities outside the school premises and the transfer of the child to hospital in an emergency.

2. As a general principle and in so far as practicable having regard for the school's enrolment policy, children who apply will be enrolled in accordance with the criteria below, provided that there is space available and mindful of Department rules with regard to age. The school will endeavour to ensure that a policy of respect for each child is operated, particularly in the enrolment of children with disabilities for special educational needs. However, in practice, applications for enrolment usually exceed the number of places available. The following criteria are used and the Board exercises its discretion in the application of the criteria:

- All children being enrolled in Junior Infants must be four years of age on or before 31st August of the year concerned. However for educational reasons we strongly urge parents not to send their children to school if they have not reached their 4th birthday before the end of June.
- In this school, boys are enrolled for three years only and leave after first class. Because of this it is necessary to apply the criteria below separately for girls and boys as the number of girls has to be limited to the maximum class size.
- If the number of children who apply in categories 1 and 2 below exceed the number of places, older children will be given priority.

With the above criteria in mind children are accepted in the following order

1. *Catholic children living within the parish boundary and sisters and brothers of children in the school.*
2. *Catholic children living outside the parish boundary who do not have a Catholic school in their parish.*
3. *Children of current staff, including ancillary staff*
4. *Other children living within the parish boundary.*
5. *Other children who apply and whose names are on the waiting list will be accepted on a first come, first served basis.*

Our existing waiting list will be used to determine allocation under 5 above.

4. Admission of Junior Infants normally takes place on 1st Sept. in any year. If a child is not four years of Age by 1st Sept. then he/she cannot be admitted for that academic year.

5. In relation to applications for the enrolment of children with known special needs the above criteria will apply. As a general principle, enrolment of children with a disability or special educational needs will not normally be deferred or postponed until additional resources have been approved or allocated by the DES or the local SENO. The following steps may be taken

- A request will be made by the school for the child's medical and/or psychological report. Where such a report is not available a request will be made to have the child assessed immediately. The purpose of this request is to assist the school in establishing the educational and training needs of the child relevant to his/her disability and to profile the support services required. On the basis of these reports the principal will apply to the DES for resources needed to meet needs of the child e.g. Resource hours, special needs assistant, specialised furniture or equipment, visiting teacher service or other.
- The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. This could involve a full case conference involving parents, Principal, class teacher, learning support teacher, resource teacher for special needs and psychologist if appropriate.
- The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either
 - (a) the pupil has a special need such that even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with appropriate education or
 - (b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The parents of any child who has been refused enrolment for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998, and in such circumstances will be advised in writing of their entitlement to appeal.

6. Pupils may transfer to this school at any time subject to school policy and available space. The Board will require information concerning attendance and educational progress at his/her previous school.

7. The Code of Behaviour and Discipline and the school policy on bullying is given to all parents of children enrolled in school and on admission of the child they are requested to confirm in writing that their child will comply with these. The co-operation of parents in all areas of school life is requested.

