



Enrolment Policy 2017/2018

St. Benedict's N.S. Ongar, Dublin 15

Introduction

This policy is set out in accordance with the provisions of the Education Act of 1998. The Chairperson of the Board of Management hopes that by formulating this policy, parents will be assisted in relation to enrolment matters.

General Information

St. Benedict's National School is situated in the permanent school building on the Ongar Road sharing a site with Castaheany Educate Together N.S. The building comprises of 24 classrooms and a Community Centre for Ongar. The school hall and all weather pitch are shared by the school and Ongar Community Centre. The school Principal is Ms. Deirdre Coyle.

St. Benedict's National School is a Catholic school under the patronage of the Catholic Archbishop of Dublin, Diarmuid Martin, and provides religious education in accordance with the doctrine and tradition of the Catholic Church. The school endeavours to nurture the Catholic ethos in our daily reflection and practice of Gospel values. The recommended religious programme is being taught to all classes from Junior Infants to 6th Class.

The school is a mixed primary school, catering for boys and girls and has developed to a three stream vertical school catering for children from Junior Infants to Sixth class. It has an enrolment to date of 669 pupils. The numbers in each class will be dependent on the pupil/teacher ratio that exists as per Department of Education & Skills. Staff numbers will depend also on the staffing schedule laid down by the Minister for Education and Skills. The school at present has a teaching staff of 39, one Administrative Principal and one Administrative Deputy Principal and 5 special needs assistants. The school has 1 caretaker, one secretary and 4 cleaning staff.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard to the resources and funding made available by the Department of Education and Skills. Should the resources made available to the school change, the provisions of this policy will also be changed, particularly in regard to the pupil/teacher ratio set down by the Minister for Education and Skills.

The school will follow the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

Code of Behaviour

Parents of all new applicants in the school will be given the Code of Behaviour on enrolment. On acceptance of a place in the school, all parents will be requested to sign the Code of Behaviour to show their commitment in encouraging their child to behave accordingly.

Enrolment Procedures

These procedures will be subject to regular review by the Board of Management, and may be amended from time to time, (by the Board of Management.)

All applicants must be at least four years of age by May 1st 2017

Compulsory attendance at school does not apply until the age of 6 years. Junior Infants starting school will only be enrolled in September.

Catchment Area

The catchment area for St. Benedict's National School for enrolment purposes in the 2016/2017 school year consists of the following estates:

Allendale, Beechfield, Barnwell, Blackwood, Castlegrange, Hansfield, Latchford, Linnetsfield, Manorfields, Phibblestown, Ravenswood, Rosedale and Ongar estates inc. Annaly, Delhurst, Hayworth, Lilys, Stralem and Willans.

Every effort will be made to accommodate all applicants. Places will be offered according to the following criteria. Applicants will be offered places in chronological order starting with the oldest in each category.

1. Siblings of children already/previously enrolled in the school.
2. Catholic children living within the catchment area.
3. Children of current staff members.
4. Non-Catholic children living within the catchment area.
5. Catholic children from outside the catchment area who have no school place in their catchment area.
6. Non-Catholic children from outside the catchment area with no school place in their catchment area
7. All others outside the catchment area.

The Board of Management will communicate arrangements regarding enrolment

1. to families who currently have children in the school
2. enrolment will also be advertised locally and on the school website.

Registration Procedure for Junior Infants for September 2016

Registration for the 2017 school year will take place at a registration evening which will be held in St. Benedict's N.S. Ongar on Tuesday **January 10th 2017** between **7pm and 8.30pm**. Enrolments will continue to be accepted in the office of St. Benedict's N.S. during the hours (9.30am-12.noon) up to **Tuesday 31st January 2017**. Offers of places will be issued on **February 14th 2017**. Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with this enrolment policy.

Applications for places in Junior Infants made after the closing date will be placed on a late list. Late applications will only be considered when the initial waiting list is cleared and places will be offered on a chronological age basis, with priority being given to the oldest children.

On registration all applicants must submit the following:

- Fully Completed Registration Form
- Child's Birth Certificate (original)
- Child's PPSN number
- Proof of address (utility bill which is within two months of registration)
- Baptismal Certificate (if the child is baptized)

Return of Acceptance Forms

Letters of offers for places in Junior Infants 2016 will be made on **February 14th 2017** and acceptance forms must be returned to the school **within 2 weeks** of the letter of offer. It is the duty of parents to ensure that, by that date, the school has:

- Fully Completed Registration Form
- Child's Birth Certificate (original)
- Child's PPSN number
- Proof of address (utility bill which is within two months of registration)
- Baptismal Certificate (if the child is baptized)

If the school does not receive this documentation by the nominated closing date, the Board of Management will assume that the place is not being accepted and the place will be offered to the next child on the waiting list.

Unsuccessful applicants will be informed in writing by post of their place on the waiting list. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act 1998

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with school policy.

There will be information meetings for parents of incoming Infants on Tuesday May 9th 2017 at 7pm. This meeting will take place in the school and all successful applicants will receive an invitation in writing to same.

Enrolment of children with Special Needs

In relation to applications for the enrolment of children with special needs, it is open to the/Board of Management to request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. Following receipt of the report, the Board of Management will assess how the school can meet the needs specified in the report.

Where the Board of Management deems that further resources are required, it will, prior to enrolment, request that the Department of Education and Skills provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example access to, or the provision of, any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other.

The school Principal will meet the Parents/Guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties will be held.

It may be necessary, in exceptional cases, for the Board of Management to decide to defer enrolment of a particular child, pending;

- The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the Psychological and/or Medical Report.

Transfer Policy

Applications for a transfer to the school will be accepted from children who have already been enrolled in another school. The Board of Management will accept transfers into the school subject to terms of Circular 24/2, and to the following;

- That the child is already enrolled in another school
- That the child is transferring to an age appropriate class
- That the school is not already full
- And that there is a space in the class at that level for the child wishing to transfer.

Where the Board of Management is unable to offer a child seeking a transfer a place in the school, the child will be placed on a waiting list. The child's position on the waiting list is determined in the following order:

Places will be offered to children from Senior Infants upwards, if and when a place becomes available at the appropriate class level, in the following order:

- Children of school going age who live in our catchment area and who **do not** have a school place.
- Siblings of children who have already enrolled for Junior Infants September 2016
- Children of school going age who live in the catchment area and who are **travelling to a school outside the Dublin 15 area**
- Children who reside in our catchment area and who **are attending** one of the schools in the Dublin 15 area.
- All other applicants

This policy was ratified by the Board of Management on December 12th 2016

The policy is subject to regular review by the Manager/Board of Management

Nigel Williamson Chairperson of the Board of Management