

# ST.BRIGID'S GNS, KILLESTER, DUBLIN 5

## ADMISSION AND ENROLMENT POLICY



**THE AIM OF ST.BRIGID'S GNS ENROLMENT POLICY IS TO ASSIST PARENTS AND PROSPECTIVE PARENTS IN RELATION TO ENROLMENT MATTERS.**

<b>MISSION STATEMENT</b>	<b>SCHOOL MOTTO</b>
<i>"At St.Brigid's Convent National School, we aim to provide an excellent rounded education for every child, developing confidence, natural talent and intellectual capacity within a caring Catholic environment"</i>	Mol an Óige

St.Brigid's Convent National School is a Holy Faith School with a Catholic ethos. St Brigid's Convent National School was founded by the Holy Faith Sisters in 1928 and is now under the patronage of the Catholic Archbishop of Dublin. The school caters for girls from junior infants to sixth class. St.Brigid's Convent National School support the principles of inclusiveness, equality of access and participation in the school and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school has a total of 21 teachers on staff (2018/19) which comprises of 16 class teachers, 4 special education teachers and an administrative Principal.

St. Brigid's GNS operates under the Rules for National Schools and Department of Education and Skills guidelines. The school is staffed in accordance with the schedule laid out each year by the DES. The school is funded by annual grant aid from the Department of Education and Skills.

St. Brigid's GNS follows the curriculum prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 & Section 30 of the Education Act 1998. All pupils enrolled in the school are expected to participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, and Physical Education.

The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils may be exempted from the religious education programme at the request of their parents.

The Board of Management of St. Brigid's GNS has formally adopted and implemented *Child Protection Procedures for Primary and Post Primary School, 2017* which is based on Children First: National Guidelines for the Protection and Welfare of Children 2011. Our Child Safeguarding Statement is accessible on the school website under POLICIES and is available from the school office.

Within the context and parameters of Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, equality of access is the key value that determines the enrolment of children to your school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, nationality, political beliefs and values, family or social circumstances.

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Pupils enrolled in St. Brigid's GNS are required to co-operate with and support the school Code of Behaviour and Anti-Bullying Policy as well as other policies. A copy of the School Code of Behaviour and Anti-Bullying Policy is available to all parents. Parents are responsible for ensuring that their child (ren) co-operates with school policies in an age appropriate manner. In the unlikely situation of repeated serious misbehaviour the school will follow procedures for suspension and expulsion as set out in the National Education Welfare Board (NEWB) guidelines.

Parents who accept a place for their child in St. Brigid's GNS will be required to sign an undertaking to uphold the school Code of Behaviour and other policies. Parents must also accept the Catholic Ethos of the school as a condition of enrolment.

- The BOM reserves the right to determine the number of children in each classroom bearing in mind: size of/available space in classrooms, educational needs of children of a particular age, presence of children with special educational/behavioural needs, DES class average directives and teaching resources provided to the school.
- The BOM determines the number of places available for junior infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this enrolment policy will be used, in descending order of priority, to select children for offers of enrolment:

### **ENROLMENT CRITERIA FOR CHILDREN SEEKING A PLACE IN JUNIOR INFANTS CLASS 2019/20**

The following criteria will be used, in descending order of priority, to select children for offers of enrolment:

1. Girls from the Parish of Killester and sisters of pupils in the school.
2. Sisters of brothers attending St.Brigid's B.N.S, Killester.
3. Daughters of staff members.
4. Other girls living outside the parish.
5. Late applications

### **PROCEDURE FOR THE ENROLMENT OF CHILDREN IN JUNIOR INFANT CLASSES**

Enrolment for Junior Infants will take place on January 7<sup>th</sup> 2019. Advance notification of enrolment dates is on the school website and in the school and parish newsletters. The BOM strongly recommends that prospective junior infant pupils be at least 4 years of age on or before 31<sup>st</sup> May of the year of enrolment.

Parents seeking to enrol their child are requested to attend the school on one of the notified enrolment days and complete an Enrolment Application Form and present accompanying documentation. **All applications for enrolment must be lodged with the school by 3pm on 31<sup>st</sup> January** of the year that the child is to commence school. All applications submitted after the closing date will be considered Late applications (priority will be given to earliest application). Non-complete applications cannot be considered.

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**An application form for enrolment (available from the school office or school website) must be accompanied by the following documentation:**

- **PPSN for your child – required for Dept of Education and Skills**
- **An original long form of Birth Certificate for your child**
- **Baptismal certificate (if applicable)**
- **Two documents as proof of parent/guardians present address \***
- **Any other relevant reports i.e. medical/psychological/ speech & language reports**

**\*Acceptable documents for Proof of Address:** Original Utility Bill such as Electricity, Gas, Cable TV, Broadband, Statement from Bank/Building Society/Credit Union, Letter from Dept. Social Protection/Revenue. Other official correspondence from an Irish State Agency. NB mobile phone and waste collection bills are not acceptable. **The submitted documents (as proof of address) must be dated since September 2018.**

Please Note: Incorrect information submitted regarding enrolment eligibility renders an application invalid. Parents of children who are enrolled on the basis of misinformation will be asked to withdraw their child (ren) from the school. Proof of address may be investigated to determine eligibility as per above.

### TRANSFER FROM ANOTHER PRIMARY SCHOOL

While wishing to facilitate pupils to change school, provision of a place in St. Brigid's Convent National School is conditional based on the following:

- There is a vacancy in the school.
- The Department requirements for the transfer of a pupil from one primary school to another are fully complied with.
- The school is capable of providing any special needs requirements that may exist.
- The requirements of the Education Welfare Act 2000 are fully complied with.
- Information/documentation on any special educational or behavioural needs must be provided as part of supporting documentation by parents at the time of application for a place in St. Brigid's Convent NS.

The enrolment form filled out by applicants is strictly confidential and may be used in time by the class teacher for the child's benefit. Information sought on this form may include

- Pupil's name, age, date of birth and address
- Parents\Guardians names, contactable phone numbers
- Contact Telephone numbers for reliable people in the event of Parents\guardians not being contactable in an emergency
- Details of medical conditions which the school should be aware of
- Religion
- Previous schools attended and reason for transfer if applicable
- Other information which the Board of Management deems relevant to the welfare of the child
- *A Birth Certificate must be presented at this time.*

**PLEASE NOTE:** Following consultation with the parents and previous school, the school/BOM will decide if a place may be offered immediately or whether it would be more appropriate to wait until the beginning of the next school year. The school

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may postpone a decision on enrolment of a student pending a report from his previous school and/or from an appropriate psychological or medical professional.

### PUPILS WITH SPECIAL NEEDS

St.Brigid's welcomes application for enrolment of pupils with special needs. However, the school is conscious that, without suitable resources, we cannot provide an appropriate education/environment for all special needs pupils. Suitable provisions must be in place when a student enters the school and throughout her attendance at the school. Each application is dealt with on its' own merits. To help the school ensure that this is achieved it will be essential that parents:

- Inform the school if your child has identified special educational needs or if there are concerns about any aspect of your child's development that might be relevant to the school. This will assist the school to ensure that suitable educational/assistive technology/teaching/care needs resources are sought to support the child's needs.
- Provide up-to-date psychological/medical reports, as appropriate. The purpose of assessment reports is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required. Where the Board deems that further resources are required it will make an application (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES) to seek the provision of resources to meet the needs of the child as outlined in the psychological and/or medical or other report.

The BOM will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources.

### CONFIRMATION OF A PLACE

1. **Round 1 Offers of Enrolment** for junior infant's classes will be notified to parents in writing (to the address on the enrolment application form) within 21 school days of the end of January. Acceptance of a place must be confirmed in writing by the parents and the requested documentation (as outlined in the offer letter) submitted to the school within the stated time frame.
2. **Round 2 and Subsequent Offers of Enrolment** will be notified to parents (normally during March, April, May, June) if places become available due to non-acceptance of Round 1 offers. The BOM may impose a final cut-off date and parents who cannot be offered places will be informed at this stage.
3. Parents of pupils who accept school places for junior infants will be invited to an Information Meeting in the school normally in mid/late May. It is important that parents attend this meeting.
4. Prospective junior infant pupils and their parents are invited to visit the school on a date in June to familiarise themselves with the classroom environment.
5. All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.

It is a condition for enrolment that parents applying for enrolment provide written acceptance of the provisions of the school's **Enrolment Policy**, **Code of Behaviour** and **Anti- Bullying Policy** and provide

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an undertaking to make all reasonable efforts to ensure compliance with these policies. Copies of these policies are available on the school website ([www.stbrigidsgns.ie](http://www.stbrigidsgns.ie)) or directly from the school.

### DECLINING AN APPLICATION FOR ENROLMENT

The school reserves the right to decline an application for enrolment to any student in circumstances such as:

- The demand for enrolment exceeds places that are available.
- A child has special educational needs such that, even with additional resources available from the DES/NCSE, the school cannot meet such needs and/or provide the pupil with appropriate education
- In the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.

### APPEALS PROCEDURE

Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for appeal, and lodged within ten days of receiving the refusal. Parents, who are dissatisfied with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child. Further details regarding the right to appeal is available on the Department of Education and Skill's website.

### DATA PROTECTION

The school is a Data Controller under the Data Protection Act 1988 and 2003. Personal data supplied on the Enrolment Form will be used for the purpose of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for St.Brigid's to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive and the National Educational Welfare Board.

Contact details will also be used to notify parents of school events and activities. The school relies on parents to provide accurate and complete information and to update the school in relation to any change in the information provided.

**It is a condition of enrolment that relevant pupil information is uploaded onto the Department of Education & Skills Pupil Online Data Base (POD) when the pupil is enrolled. Further information on [www.education.ie](http://www.education.ie)**

In the case of marital breakdown/separation the Board requests that any dispute should not involve the school and if agreement cannot be reached by either party concerned the school will correspond through a legal route.

### REVISION OF POLICY

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This policy was updated and ratified by the Board of Management on December 5<sup>th</sup> 2018.

This policy will be reviewed annually. Next Review: November 2019.