



**St Patrick's GNS, Hollypark**

**Admissions (Enrolment) Policy 2018**

**Policy ratified:** May 2018

**Review date:** May 2020

**Signed:** *Margaret Keane*

**Chairperson BOM**

**At the time of drawing up this policy, all details and the enclosed information are correct. It is possible that between now and the review date, changes may have to be made to the provisions, policies and procedures of the school. This may be due to external changes required by the Department of Education and Skills, the school patron or other agencies. Mandatory policies will be available on the school website and up to date information will be posted regularly.**

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## **Introduction**

The Board of Management of St Patrick's Girls' National School, Hollypark hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

The Board of Management sets the capacity each year. Decisions in relation to applications for enrolment are made by The Board of Management of St. Patrick's GNS, Hollypark in accordance with the Enrolment Policy applicable at the relevant time. The administration of the school's Enrolment Policy has been delegated by the Board of Management to the Principal.

## **General School Information**

Name of School: St. Patrick's GNS, Hollypark  
Roll Number: 19259W  
Telephone No: (01) 289 3293

St. Patrick's Girls' National School, Hollypark, Foxrock Avenue, Co. Dublin is the Catholic girls' school in the Parish of Our Lady of Perpetual Succour, Foxrock under the patronage of the Roman Catholic Archbishop of Dublin. It has a commitment to diversity and inclusivity while, at the same time, protecting the integrity and Catholic ethos of the school.

At present, the teaching staff is comprised of 21 mainstream Class Teachers, 1 Principal Teacher, 5 Learning Support/Resource Teachers and 6 Special Needs Assistants. The full range of classes is taught in the school.

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. The school policy has regard to the resources and funding available.

Class starts at 8:40am and finishes at 2:20pm. Infant Classes finish at 1:20pm.

## **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

## **Legal Framework**

The Board is bound by the Department of Education and Skills Rules for National Schools in the Education (Welfare) Act 2000.

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## **Aims**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

## **Context, Resources, School Organisation & Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parents' choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil - teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

From time to time the principal, in consultation with the staff, may reconfigure class groupings. This may simply entail redrawing classes; or may entail reducing three classes to two or increase two classes to three.

## **Roles and responsibilities in developing and implementing this policy:**

### **Role of Board of Management**

- To ensure that a policy is in place and that it is reviewed.
- To make decisions in relation to applications for enrolment in accordance with the Enrolment Policy applicable at the relevant time.
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.

### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, students, parents and Board
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy

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- To apply for and acquire such resources as are available in accordance with government policies
  - To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
  - To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
  - To ensure a register of all students attending the school is established and maintained
  - To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
  - Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code and an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
  - To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
  - Where a child is refused admission, to advise the parents of their right of appeal to the Board and the Department of Education and Skills

#### **Role of Teaching Staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs, curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Co-ordinator
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

#### **Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

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## Enrolment Criteria for Places in Junior Infants

The Board is bound by the Department of Education and Skills Rules for National Schools and the Education (Welfare) Act 2000. Pupils may only be considered for enrolment from the age of 4 years and upwards, although compulsory attendance shall not apply until the age of 6 years.

Your child must be four years of age by 30<sup>th</sup> June of the year she is starting school.

In exceptional circumstances the Board of Management reserves the right to exercise discretion in offering places.

As a general principle and in so far as practicable, girls who apply will be enrolled in accordance with the criteria below, provided there is space available.

There will be an **Enrolment Day** in the **September prior** to the year of admission. (This date will be posted on the school website in May). The school will not accept any applications prior to Enrolment Day. The criteria listed below apply as at Enrolment Day.

In the event that applications for enrolment exceed available places, applicant children will be enrolled strictly in accordance with the following criteria and in the following order:

1. Girls who are resident in the Parish of Our Lady of Perpetual Succour, Foxrock.
2. Girls who currently have a sister as a pupil in St. Patrick's Girls' National School
3. Girls who currently have a brother as a pupil in St. Patrick's Boys' National School
4. Daughters of current school staff of St Patrick's GNS & BNS
5. Daughters of past pupils and sisters of past pupils of St Patrick's GNS.
6. Other girls living outside the parish boundary

If the number of applicants in a particular category exceeds the number of available places, the age of the candidates will be taken into account, and places will be offered to the eldest girls in that category first.

## Late Applications

Applications received between 4pm on Enrolment Day and 30th September prior to the year of admission will be deemed to be a late application.

If places are available offers will be made to applicant children strictly in accordance and following the order of the criteria 1-6 outlined above.

Applications received after 30<sup>th</sup> September prior to the year of admission will be placed on a waiting list strictly in order of time received.

## Application Procedure

1. Parents/Guardians who wish to enrol their child in the school must complete an Application Form with all relevant information supplied. These forms are available on the school website ([www.hollyparkgns.ie](http://www.hollyparkgns.ie)) or from the school office during normal school opening hours.
2. There will be an **Enrolment Day** in the **September prior** to the year of admission. (This date will be posted on the school website in third week of May).
3. On **Enrolment Day** parents/guardians should deliver the completed Application Form to the school, **by hand**, by **4:00pm** on that day.

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## Offers of Places

1. After Enrolment Day places will be allocated according to the above enrolment criteria.
2. Provisional offer of places will be advised by letter.
3. Parents/Guardians wishing to accept the provisional offer of the place must enclose the following with their reply:
  - a. Completed and dated acceptance form
  - b. Birth Certificate (original please)
  - c. Baptismal Certificate – where applicable (a photocopy will suffice)
  - d. An **original** copy of a Gas or Electricity Bill in the name of either or both parents/guardians, dated within three months of the acceptance date.
  - e. **And any one** of the following, in the name of either or both parents/guardians, dated within three months of the acceptance date:
    - an **original** bank statement
    - an **original** copy of a Tenancy Agreement
    - an **original** copy of documentation issued by a Government Department eg Revenue, Social Welfare
    - an **original** TV Licence
  - f. Two passport photographs with your child's name written on the back
  - g. Completed learning needs/development form
  - h. Completed parental check-list agreement form
  - i. Booklist with full payment. Please note that this is **non-refundable under any circumstances** and is a guarantee of earnest intent on the part of parents/guardians. It will be deducted from your daughter's school expenses for next year.
4. The closing date for receipt of all acceptance documentation will be given in the provisional letter of offer. Acceptances will be deemed incomplete if all requested documentation and information has not been received by this closing date.
5. After this closing date the Board of Management will examine all applications, acceptances and the supporting documentation. The Board of Management reserves the right to request further documentation in support of the application. The onus rests on the applicant to prove conclusively to the Board of Management that all documentation is accurate and correct.
6. False or misleading information will lead to the withdrawal of the provisional offer of the school place and the original application will be deemed null and void.
7. No offer of a place is confirmed until the Board of Management has satisfied itself that all documentation is bona fide. Only then will the Board of Management issue a final letter to Parents/Guardians **confirming the offer of a place.**

While recognising the right of parents/guardians to enrol their child in the school of their choice, the Board of Management of St. Patrick's Girls' National School 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. Assisting the school in such circumstances, the Board of Management, having regard for the relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of the children, reserves the right to determine the maximum number of children in each separate classroom, bearing in mind:

- size of / available space in classrooms
- educational needs of children of a particular age
- multi-grade classes
- presence of children with special educational or other needs
- Department of Education and Skills maximum class average directives

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## **Deferrals**

In the event that applications exceed the number of available places a Waiting List will be drawn up according to category.

In the event of an applicant not securing a place in the year first requested, it is the responsibility of the parents/guardians to make a new application for the following academic year.

Unfortunately due to high demand, places offered **and declined** cannot be deferred from year to year and it is the responsibility of the parents/guardians to make a new application for the following academic year.

## **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 Skills to the Board of Management. Every child is supported as far as possible and in accordance with our Learning Support Policy to be included in her class curriculum and to participate in the activities of the school.

In relation to applications for enrolment of children with disability or special needs, the Board of Management shall request a copy of the child's medical and/or psycho-educational report(s). Where these reports are not available, the BOM will request that the child be assessed by a suitably-qualified person and a report provided. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to her disability or special needs and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school.

The Board will do everything in its power to meet the needs as determined by the report, including the seeking of additional support from the Department of Education and Skills. The Board will ensure that parents/guardians are fully informed of the provisions of the Education Act 1998 under Section 15 regarding the admission of pupils with special needs and the right of appeal under Section 29.

## **Transferring from Other Schools**

The Board of Management would like to specify that pupils may transfer to the school at any time subject to school policy, available space and in some cases the approval of the Department of Education and Skills. Information regarding attendance and the child's educational records should be communicated between schools.

## **Exceptional Circumstances**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education, or,
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

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## **Children of Other Faiths and No Faith**

Every child, having satisfied the enrolment procedures, is welcome into the school. The school cannot undertake to educate children of other faiths in their own faith. The Catholic ethos of our school underpins all aspects of school life, both interpersonal and curricular. Parents of pupils of other faiths or no faith must recognize that in choosing to enrol their child in this school, that their school of choice for their child is one of a particular Catholic ethos and that they support the school in its stated procedures. (please refer to our school's Religious Education Policy). This school follows the rules and regulations of the DES curriculum regarding subjects taught.

## **Code of Behaviour**

Children are enrolled in our school on the understanding that they co-operate with and support the School's Code of Behaviour as well as all other school policies. The Board of Management holds parents/guardians responsible for ensuring that their child(ren) co-operate with our policies in an age-appropriate way.

## **Appeals**

The BOM reserves the right to change the Enrolment Policy. The Enrolment Policy that is in existence when an offer of a school place is being made will be the policy that will be applied to the application.

The parents/guardians 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, should be advised in writing of their entitlement to such an appeal.

## **Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required.