

**Scoil San Treasa, Mount Merrion, Co. Dublin.
Board of Management**

Roll No: 18647D Telephone: (01)2881505 Fax: (01)2883306

Chairperson: Fr. Tony Coote, ADM.

Príomhoide: Anne English (Principal: Anne English)

E Mail (Principal's Office): principal@sstreasa.ie Website: www.sstreasa.ie



**Scoil San Treasa – Enrolment
Policy**

For ease of reference, this document is divided into two main

sections: Section 1 – General Information

Section 2 – The Admissions Process

It is important, however, that parents of intending applicants read the document in its entirety.

Section 1: General Information

1. Introductory Statement

This policy was devised by the Board of Management of Scoil San Treasa. It is set out in accordance with the provisions of the Education Act (1998), the EPSEN Act (2004), the Equal Status Acts (2000- 2011) and Rules for National Schools 1965. The policy was ratified by the Board of Management on 15th April 2013 and was approved by the Patron on 2nd May 2013. It is effective from 3rd May 2013.

Date of most recent review/clarifications is noted at the end of the document.

The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

2. Rationale

It is intended that this policy will give clarity around enrolment procedures in Scoil San Treasa. It will also set out clearly the prioritisation process that comes into play when the demand for places exceeds the number available. (Note: The Board of Management reserves its discretion for exceptional circumstances).

3. Mission Statement

At Scoil San Treasa, our mission is the provision of primary education of the highest quality for all our pupils in a happy, safe, Christian environment. While we value high academic achievement, the social, personal and moral development of our pupils is of primary importance and we view the school as a learning organisation which is open to change and innovation while it cherishes the best educational, cultural and religious traditions of our society. Acknowledging that their parents are the primary educators of our children, we are inspired by a shared vision of excellence and we espouse a partnership approach in its pursuit.

4. General Overview of Scoil San Treasa

Scoil San Treasa, (St. Theresa's Primary School) was established to provide primary education to the parishioners of Mount Merrion. However, pupils of different persuasions attend and their religious outlook is respected. The Catholic ethos of the school is inclusive and all pupils are equally welcome. The school is co-educational, and is under the patronage of the Archbishop of Dublin. It caters for boys and girls from Junior Infants to Sixth Class. The curriculum taught is in line with the Primary School Curriculum as per the Department of Education and Skills, and 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 its policies depends to a large extent 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.

5. Staffing

In addition to the principal, there are currently

- sixteen class teachers,
- seven full-time Resource/Learning-support teachers and
- other occasional Learning-Support/Resource Teaching arrangements in line with NCSE allocations.

Staffing allocation is open to change from year to year, depending on allocation from the Department of Education and Skills.

6. Funding

Funding is provided by the Department of Education and Skills, parental contributions and regular fundraising.

7. Access

Equality of access is the key principle underpinning the enrolment policy of our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

However, the Board of Management of Scoil San Treasa has to respect the rights of the existing school community and in particular, the children already enrolled. The Board of Management also has to bear in mind the available space in classrooms, educational needs of children of a particular age, the presence in particular classes of pupils with special educational/behavioural needs, availability of appropriate supports and resources, Department of Education and Skills guidelines regarding maximum class size, and health and safety concerns regarding staff and children. Where the school lacks the necessary resources to meet the needs of any applicant including related needs (e.g. health and safety) of other pupils and staff, it will strive to secure those resources. Where the resources cannot be secured, (see (8) below) the school reserves the right to refuse admission. It is the responsibility of the parents of the child to inform the school of any such needs on the enrolment application form. In this context, the school authorities will have equal regard for the welfare of all pupils.

8. Special Educational Needs

In relation to enrolment of pupils with special needs, all applications should be accompanied by:

- a psychological report
- a report from a speech and language therapist, where appropriate.
- a medical history/report in so far as it relates to the special needs of the child
- indication of the existence of other reports, assessments of information where a child has been seen by another agency or professional e.g. social worker, neurologist, occupational therapist, etc.

Where such reports are not available the Board will 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.

Where further resources are required, the Board requests the Department of Education & Skills

through the Special Educational Needs Organiser (SENO) to provide the resources required to meet the needs of the child as outlined in the psychological, medical or other report.

The Principal will meet with the parents of the child to discuss the child's needs. If necessary, a full case conference involving all parties should be held – parents, principal, psychologist, speech and language therapist, occupational therapist (OT), class teacher, resource teacher.

Please note: it may take some time for the National Council for Special Education (NCSE) and/or the Department of Educational and Skills (DES) to process applications for additional supports for children with special educational needs. In recent years there has been a cut-off date for receipt of applications for such supports – many months in advance of the start of the school year. Parents are strongly advised to inform the school as early as possible regarding children with special educational needs and to discuss their particular situation well in advance of the date of anticipated enrolment.

9. Adherence to School Policies

Enrolment in Scoil San Treasa is on the basis that the school's Code of Behaviour will be upheld by pupils and supported by their parents. It is a condition of enrolment that parents sign acceptance of the Code of Behaviour in compliance with the Education Welfare Act 2000. Parents are also expected to support the curricular and administrative policies of the school.

10. Implementation of the Policy

Decisions in relation to applications for enrolment are made by the Board of Management of the school. The Board of Management reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the Board that

- Information submitted on behalf of the applicant with their application is incorrect or misleading in any material respect, or
- Information that is material to the decision of the school in determining whether or not to accept an application has been omitted or otherwise withheld.

Section 2: The Admissions Process

1. Enrolment in Junior Infants

- a) The school will admit, each year, the number of pupils determined by the Board of Management.
- b) When allocating the available places in Junior Infants for the following September, the following categories (numbers 1-3) will be worked through sequentially, as detailed below. Children within each category will be ranked by age, with priority given to the oldest. If it becomes necessary to decide ranking between two or more children within a category who have the same date of birth, the Board of Management will decide their ranking by lottery.
- c) For the initial phase of offers, a cut-off date (with reference to a child's date of birth) will be applied to each category i.e. initially, children who will be four years of age by 31st March in the year preceding the September of anticipated enrolment will be offered available places - with the relevant children in each category being offered places before proceeding to the next category.
- d) Thereafter, any places still available will be offered to remaining children in categories 1,2,3, in that order – with each category of remaining children prioritised by age commencing with the oldest and receiving offers accordingly before proceeding to the next category.
- e) Applicants who only reach the age of four years in July or August immediately preceding the school year of anticipated enrolment will not be offered a place while there are any older children from that category, including late applications, on the waiting list.

Ranking	Description of category
Category 1	Children who fulfilled the criteria in category 2 in the previous year but who <ul style="list-style-type: none"> • were unsuccessful in their application for junior infants owing to oversubscription for places that year (<i>See (k) below</i>). or <ul style="list-style-type: none"> • were offered a place but notified the school in writing, before 31st May, of their intention to defer the place in junior infants to the following year. <i>This category will be prioritised by age, commencing with the oldest.</i>
Category 2	<ul style="list-style-type: none"> • Catholic children living within the parish of Mount Merrion, (parish boundaries as defined by the Diocese – see Appendix attached). • Children who have sibling/s attending Scoil San Treasa • Children of current staff of Scoil San Treasa (on the staff of Scoil San Treasa for a minimum of one year) (The 3 groups in category 2 have parity and are prioritised collectively) <i>This category will be prioritised by age, commencing with the oldest.</i>
Category 3	Other children from the parish of Mount Merrion <i>This category will be prioritised by age, commencing with the oldest.</i>

Should there still be places available after offers have been made to all children in the above categories, the following categories will be worked through sequentially. Please note that offers will not be made to children from categories 4 and 5 while there are any children from categories 1-3 who are awaiting offers. This applies to late applications from categories 1-3 also.

Category 4	Catholic children living in parishes adjoining the Parish of St. Thérèse <i>This category will be prioritised by age, commencing with the oldest.</i>
Category 5	Other children living outside the parish boundary. <i>This category will be prioritised by age, commencing with the oldest.</i>

Application Process for Admission to Junior Infants

- a) Parents who are interested in enrolling their children in Junior Infants in Scoil San Treasa in future years should complete an Enrolment Application Form. This is available on the school website www.sstreasa.ie or by emailing the school with a request for same or by sending a request for same together with a stamped self-addressed A4 envelope to : **ENROLMENT APPLICATIONS, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin.** *Please ensure that the correct stamps are affixed to the A4 envelope.*

- b) The Enrolment Application Form should be completed in full and returned, together with two stamped self-addressed A4 envelopes, to **ENROLMENT APPLICATIONS, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin** by the closing date i.e. 30th September in the year prior to anticipated enrolment. *Please ensure that the correct stamps are affixed to the A4 envelopes.*
- c) Only applications that have been completed in full will be considered by the Board of Management.
- d) The school will accept Enrolment Application Forms for prospective Junior Infants up to two years in advance of the anticipated date of enrolment. Enrolment Application Forms received in advance of this date will be regarded as invalid.
- e) Enrolment Application Forms will not be processed until the expiry of the closing date. For purposes of the Education Act, completed Enrolment Application Forms received up to and on the closing date will be deemed to have been received on the closing date.
- f) Please note that the school's acceptance of any Enrolment Application Form does not guarantee a place.
- g) The onus is on the parents of the applicant to ensure that the school is made aware, in writing, of any change of address or change of application details (e.g. re sibling in school) that may affect the status of the application. Changes notified to the school during school closures will involve a delay in processing for practical and administrative reasons. For this reason, it is advised that updates be made known to the school (together with relevant supporting documentation) well in advance of holiday periods.
- h) The Board of Management will prioritise applications as per its priority ranking detailed above and contact all applicants who have gone through the above process – either offering them a place (in writing) or advising them (in writing) that their application has been unsuccessful. *It is important to note that the only valid offer of a place is a signed and dated offer - for the relevant pupil, class and year - from the Board of Management of the school.*
- i) Offers made by the Board of Management will be contingent on the school receiving
- ❖ the signed and completed acceptance form that accompanied the offer
 - ❖ any supporting documentation that may be required (including birth and/or baptismal certificate as relevant, and, in the case of applications on the basis of parish/neighbouring status, two utility bills dated within the previous four months in the forename and surname of the child's parent)
 - ❖ any additional information that may be required for Department of Education and Skills records e.g. PPSN
 - ❖ any further information/material that the Board may deem necessary at that time
- within the timeframe that the Board of Management will have advised. (This will normally be two weeks from the date on which the offer is made and will be specified in the letter of offer). Where offers of places are not formally accepted within the timeframe stipulated, those places will be deemed to be withdrawn – this is essential in the interest of other applicants who may be waiting for a place.
- j) Applications from categories 1,2,3 received after the closing date advised by the Board of Management will be placed at the end of the entire list for those groups. Late applications from categories 4 & 5 will be placed at the end of the entire list for 4 & 5.
With reference to the date on which a place becomes available:
- Late applications from categories 1,2,3 are worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category. Late applications within each category are ranked in order of date of birth of child, commencing with the oldest.
 - Late applications from categories 4,5 are worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category. Late applications within each category are ranked in order of date of birth of child, commencing with the oldest.
- k) Applicants from Category 2 who were unsuccessful in any year will need to submit a new Enrolment Application Form to be considered under Category 1 for the following year.

- l) After the closing date for applications has passed, parents of any new prospective applicants (e.g. families who have just moved to the parish) should complete an Enrolment Application Form as outlined above. The application process and ranking procedure as detailed above will then follow.
- m) *Note: Parents of children who reach the age of four in April, May, June, July or August are advised to carefully consider deferring any offer that may be made until the following year. Bear in mind that it is only in exceptional circumstances that it may be possible for pupils to repeat a year. Parents may find it helpful to discuss with the school principal, in advance of enrolling, any concern that they might have in this regard.*
- n) Parents are advised to keep copies of all documentation submitted re enrolment application/s, together with the school's official written acknowledgement of receipt of same as this may be requested by the school at a later stage.

Enrolment in classes other than Junior Infants

- a) Children will not normally be enrolled after 1st September – unless the child has just moved into the area - except in exceptional circumstances and subject to the conditions outlined in this document.
- b) Pupils newly-resident in the parish are enrolled during the current school year, subject to
 - there being a place available in the class and
 - the conditions outlined in this document.
- c) Pupils wishing to transfer from other schools are enrolled subject to
 - there being a place available in the class,
 - the conditions outlined in this document
 - local agreements with other schools.
- d) In the event that a child is offered a place in the school (in any class) and s/he has a sibling seeking a place in another class that is full, the sibling will not be offered a place until such time as a place becomes available with reference to the relevant priority ranking.

For applications received by 1st March preceding the September of anticipated enrolment, the following ranking will be used for each class. Categories will be worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category.

<i>Ranking</i>	<i>Description of category</i>
Category 1	Applicants who fulfilled the criteria in category 2 in their application for a place in a preceding class in the previous year but for whom no place was available at that time. The onus of proof is on the parents of the applicant. <i>Please note that it is necessary to reapply in full each year.</i> This category will be prioritised by age, commencing with the oldest.
Category 2	<ul style="list-style-type: none">• Catholic children living within the parish of Mount Merrion, (parish boundaries as defined by the Diocese).• Children who have sibling/s attending Scoil San Treasa• Children of current staff of Scoil San Treasa (on the staff of Scoil San Treasa for a minimum of one year) (these 3 groups in category 2 have parity and are prioritised collectively) This category will be prioritised by age, commencing with the oldest.
Category 3	Other children from the parish of Mount Merrion This category will be prioritised by age, commencing with the oldest.

Should there still be places available after offers have been made to all children in the above categories, the following categories will be worked through sequentially. Please note that offers will not be made to children from categories 4 and 5 while there are any children from categories 1-3 who are awaiting offers. This applies to late applications from categories 1-3 also.

Category 4	Catholic children living in parishes adjoining the Parish of St. Thérèse – prioritised by age, commencing with the oldest.
Category 5	Other children living outside the parish boundary – prioritised by age, commencing with the oldest.

Application Process for classes other than Junior Infants

- a) Parents who are interested in enrolling their children in Scoil San Treasa in classes other than Junior Infants should complete an Enrolment Application Form - available on the school website www.sstreasa.ie or by emailing the school with a request for same or by sending a request for same together with a stamped self-addressed A4 envelope to **ENROLMENT APPLICATIONS, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin**. The school will accept enrolment application forms for classes other than junior infants, no earlier than during the school year prior to the anticipated date of enrolment. (Forms received in advance of this period will be regarded as invalid).

- b) The completed Enrolment Application Form, should be returned to **ENROLMENT APPLICATIONS, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin**, together with:
- ❖ 2 stamped self-addressed A4 envelopes (Please ensure that the appropriate stamps are affixed to the A4 envelopes)
- by 1st March of the year of anticipated enrolment. These enrolment application forms will not be processed until the expiry of that date. For purposes of the Education Act, the date of their receipt will be deemed to be 1st March.
- c) The onus is on the parents of the intending applicant to ensure that the school is made aware, in writing, of any change of address or application details (e.g. sibling in school) that may affect the status of the application. Changes notified to the school during school closures will involve a delay in processing for practical and administrative reasons. For this reason, it is advised that updates be made known to the school (together with relevant supporting documentation) well in advance of holiday periods.
- d) The Board of Management will prioritise applications as per its priority ranking detailed above and will contact all applicants who have gone through the above process – either offering them a place (in writing) or advising them (in writing) that their application has been unsuccessful. It is important to note that the only valid offer of a place is a signed and dated offer - for the relevant pupil, class and year - from the Board of Management of the school.
- e) Any offers made will be contingent on the school receiving the following:
- ❖ Acceptance form which accompanies the Board of Management's offer of a place, completed and signed,
 - ❖ any supporting documentation that may be required (including birth and/or baptismal certificate as relevant, and, in the case of applications on the basis of parish/neighbouring status, two utility bills dated within the previous four months in the forename and surname of the child's parent)
 - ❖ any additional information that may be required for Department of Education and Skills records e.g. PPSN
 - ❖ any further information/material that the Board may deem necessary at that time

within the timeframe that the Board of Management will have advised. (This will normally be two weeks from the date on which the offer is made). Where offers of places are not formally accepted within the timeframe stipulated, those places will be deemed to be withdrawn – this is essential in the interest of other applicants who may be waiting for a place.

- f) Applications from categories 1,2,3 received after the closing date advised by the Board of Management will be placed at the end of the entire list for those groups. Late applications from categories 4 & 5 will be placed at the end of the entire list for 4 & 5. *With reference to the date on which a place becomes available:*
- Late applications from categories 1,2,3 are worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category. Late applications within each category are ranked in order of date birth of child, commencing with the oldest.
 - Late applications from categories 4,5 are worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category. Late applications within each category are ranked in order of date of birth of child, commencing with the oldest.
- g) After the closing date for applications has passed parents of any new intending applicants (e.g. families who have just moved to the parish) should complete an Enrolment Application Form as outlined above. The application process and ranking procedure as detailed above will then follow.
- h) Parents are advised to keep copies of all documentation submitted re enrolment application/s, together with the school's official written acknowledgement of receipt of same as this may be requested by the school at a later stage.

Decision-Making Process

Decisions will be given in writing within 21 days of receiving a complete application. (Note: *For purposes of the Education Act 1998, other than for late applications, the closing date for receipt of applications is regarded as the date of receipt of application.*)

Refusal to enrol on grounds of 'Exceptional Circumstances'

The BOM reserves the right to refuse enrolment in exceptional circumstances

For example:

- when the pupils has special needs such that, even with additional resources available from the Department of Education and Skills (DES), the school cannot meet such needs and/or provide the pupil with an appropriate education

or

- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

Appeal

Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. An appeal may be made to the Secretary General of the Department of Education & Skills in respect of a decision by a board of management or a person acting on behalf of a board of management to refuse to enrol a child in the school. How to apply: Submit completed Section 29 Appeals Application Form and a letter confirming the decision of the Board of Management to Department of Education and Skills, Section 29 Appeals Administration Unit, Friar's Mill Road, Mullingar, Co. Westmeath. The appeal should be submitted within 42 days from the date the decision of the Board of Management was notified to the appellant. Further details regarding such appeals and related procedures are available at www.education.ie

Implementation

This policy will be implemented from 3rd May 2013. It will be reviewed regularly, in line with DES guidelines and in the light of experience. A full review of this policy will occur before or during the school year 2016-17.

Reviewed and clarified: 21st September 2015.