

St. John the Baptist Infant Girls' School
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Scoil Eoin Baisde Cailíní Naoidh
Bóthar Ghort na Mara
Cluain Tarbh
Baile Átha Cliath 3

Principal: Patricia O'Donoghue
Deputy Principal: Máire Duffy
Chair, Board of Management: Paul Nolan

ENROLMENT POLICY

**Scoil Eoin Baisde Cailíní Naoidh
St John the Baptist Infant Girls' School
Roll Number 19007S**

The Enrolment Policy of St John the Baptist Infant Girls' School known locally as Belgrove Infant Girls' School (hereinafter called "The School") is set out in accordance with the provisions of the Education Act 1998 and the Board of Management trusts, that by doing so, parents/legal guardians will be assisted in relation to enrolment matters. The Chairperson of the Board of Management and the Principal Teacher will be happy to clarify any further matters arising from the Policy.

The current Enrolment Policy formulated in 2003 has been revised by the members of the Board of Management of The School having sought opinions from the general school community and having reviewed the policies of the other Belgrove Schools.

The School is a Catholic Infant School under the patronage of the Catholic Archbishop of Dublin and it caters for girls from Junior Infants to First Class living in any of the three Clontarf parishes of St Anthony, St Gabriel and St John the Baptist (hereinafter called "The Catchment Area"). As the boundaries of The Catchment Area differ from the area commonly known as Clontarf, the Board of Management advises parents/legal guardians to contact the parish offices for a definitive list of roads in The Catchment Area.

The present staff of The School comprises the Principal Teacher, nine Class Teachers, a Learning Support Teacher, a shared Learning Support Teacher, a part-time Resource Teacher and ancillary staff. The School is funded by, and depends on, grants and teacher resources provided by The Department of Education and Skills (hereinafter called "The Department") and operates within the regulations laid down by The Department. The School must take due regard to the resources and funding made available from The Department. The School follows the curricular programmes prescribed by The Department, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Within the context and parameters of The Department regulations and programmes, the rights of the Patron as set out in the Education Act 1998, and the funding and resources available, The School supports the principles of:

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

Procedure for Enrolment

No advantage is attached to early applications for Junior Infant Classes and parents/legal guardians of children must wait until they are within one year of commencement of school to apply. Junior Infant Enrolment Application Forms will be posted out on request a year in advance of school start date. The Enrolment Policy and Code of Behaviour will be posted out with the Enrolment Application Form.

Parents/legal guardians seeking to enrol their child in Junior Infants are requested by 31 January in the calendar year of school start date to return the completed Enrolment Application Form together with the Child's original Birth Certificate and original Baptismal Certificate (if applicable), to The School. Parents/legal guardians are also required to send in two recent and original utility bills or other proof of permanent address acceptable to the Board of Management. These bills must be dated no earlier than 1 October in the year preceding school start date (not more than four months old). Enrolment Application Forms and required documents must be posted or delivered to The School. Enrolment Application Forms and required documents sent by email will not be accepted. Parents/legal guardians may be asked for a certified translation of documents if they are not in Irish or English.

All documents will be photocopied by The School and returned to the parents/legal guardians. Applications cannot be processed unless all documents are received by the closing date of 31 January in the calendar year of school start date.

Once all documentation has been received i.e. completed Enrolment Application Form, original Birth Certificate, original Baptismal Certificate (if applicable), and two recent and original utility bills or other proof of permanent address acceptable to the Board of Management (dated no earlier than 1 October in year of application - not more than four months old) the application can be processed. The application cannot be processed without these documents and the fully completed Enrolment Application Form. The closing date for receipt of all documents is 31 January in the calendar year of school start date. Applications will be processed as soon as is practicable after 31 January.

The outcome of the application will be made known in writing to the parents within 21 days of the closing date. Successful applicants must confirm to The School in writing their acceptance of the place within 21 days of receipt of the offer. Should a place become available subsequently, due to a cancellation, those who were initially unsuccessful will be considered in light of The School's enrolment criteria. A waiting list will be kept until the first day of the new school year.

Late applications for Junior Infants may only be taken from applicants if they become newly resident in The Catchment Area. These applications will be assessed as per the Criteria for Enrolment for Junior Infants and will be considered based on the available space and on the conditions set out below. Should a vacancy come available in Junior Infants, late applicants newly resident in The Catchment Area will be assessed as per the Criteria for Enrolment, along with any other applicant for Junior Infants up to the first day of the new school year. In the event that there is an excess of applicants, within any category, than there are available places, priority will be given to girls within the particular category in order of age, starting with the oldest.

Other pupils may be enrolled during the school year if they become newly resident in The Catchment Area. These applications will be considered as they arise, based on the available space and on the criteria set out below. In certain circumstances parents/guardians may be required to apply in writing to the Board of Management and the child may be put on a waiting list.

While recognising the rights of parents/guardians to enrol their child in the school of their choice, the Board of Management must also respect the rights of the existing school community, at all times acting in the best interests of the children. The Board of Management 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/behavioural needs.
- The Department maximum class average directives.
- The teaching allocation which is determined by the enrolment as of 30 September in the previous school year.

Criteria for Enrolment

The Board of Management has determined the enrolment criteria to be applied by the Principal. All girls must be at least four years of age before 1 September of the year they are due to start. In the event that there is an excess of applicants, within any category, than there are available places, priority will be given to girls within the particular category in order of age, starting with the oldest.

Pupils will be enrolled in the following order (as assessed on 31 January in the year before start date):

- 1 Catholic girls resident in The Catchment Area and sisters of children currently enrolled in The School or in St John the Baptist Senior Girls' School who were previously enrolled in St John the Baptist Infant Girls' School.
- 2 Sisters of children enrolled in any of the other St John the Baptist Schools Clontarf.
- 3 Daughters of the current staff in The School.
- 4 Daughters of current staff in any of the other St John the Baptist Schools Clontarf.
- 5 Non-Catholic girls resident in The Catchment Area.

If there are still vacancies remaining when applicants from all of the above categories have been accommodated these will be allocated to applicants from outside The Catchment Area whose residential address is closest to The School, as measured by a straight line on the Ordnance Survey map.

The closing date for applications is 31 January of each year. Classes will be divided in alphabetical order.

Enrolment of Children with Special Needs

In relation to the enrolment of a child with special needs, recent relevant reports i.e. educational assessments, speech and language reports, occupational therapy reports, hearing and vision reports and, if applicable, a medical report will be required. This is to enable The School to establish the educational and training needs of the child relevant to her disability or special needs, to profile the support services required and to assess The School's suitability or capability in meeting those needs.

Notwithstanding the availability of resources, parents of children who are dissatisfied with the level of educational provision in The School are advised to consider another school which may be better designed and resourced to specifically cater for the needs of children with special educational needs.

Pupils Transferring from another School

Pupils may transfer to The School at any time, subject to the terms of this policy and in some cases, the approval of The Department.

Exceptional Clause

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 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.

Section 29 Appeals

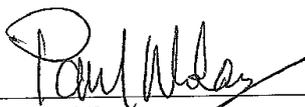
Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. Information on this procedure may be obtained at www.education.ie or from The School.

Code of Behaviour

Children enrolled in The School are required to co-operate with and support The School's Code of Behaviour and to abide by the policies and procedures as outlined in The School's introductory booklet. The Board of Management places the responsibility on parents/guardians to ensure their child/ children co-operate(s) with school policy. In relation to school discipline, including the suspension or expulsion of any pupil, the Board of Management will at all times adhere to fair procedure based on the principles of natural justice as set out in the guidelines provided by the National Education Welfare Board.

Review of Enrolment Policy

This Policy was approved at a Board of Management Meeting on 10 May 2016 to take effect from 31 August 2016. This Policy will be reviewed at least once by each Board of Management within its term of office.



PAUL NOLAN
Chairperson
Board of Management

Date: 10 May 2016