

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 D03 XK27  
Principal: Dearbhla O'Driscoll  
Chair, Board of Management: Paul Nolan  
Roll No: 19007S

## ADMISSION POLICY 2019-2020

The Admission 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 admission matters. The Chairperson of the Board of Management (hereinafter called "the Board") and the Principal will be happy to clarify any further matters arising from the Policy.

The current Admission Policy formulated in 2018 has been revised by the members of the Board 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 Girls' School under the patronage of the Catholic Archbishop of Dublin and it caters for girls from Junior Infants to First Class resident in any of the three Catholic 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 advises parents/legal guardians to contact the parish offices for a definitive list of roads in the Catchment Area.

A Catholic school aims at promoting the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. The School models and promotes a philosophy in life inspired by belief in God. Catholic schools provide religious education for the pupils in accordance with doctrines, practices and traditions of the Catholic Church and promote the formation of pupils in the Roman Catholic faith.

The present staff of the School are listed on our website [www.belgrove.ie](http://www.belgrove.ie). 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 admission of girls with a disability or other special educational need;

- Equality of access and participation in the School;
- Parental choice in relation to admission;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **Procedure for Admission**

No advantage is attached to early applications for Junior Infant Classes. Junior Infant Application Forms will be available to download from the School's website [www.belgrove.ie](http://www.belgrove.ie) or from the School Secretary's office. A copy of the School's Admission Policy is available to download from the School's website and may also be obtained from the School Secretary's office. All parents submitting an application are acknowledging that they have read or had the opportunity to read the Admission Policy and understand same.

The Board is entitled to consider the application on the basis of the information provided and is under no duty to seek clarification or further or better documentation.

By making the application, permission is given, with obligation, to the Board to verify the information provided from examination of public records and local enquiry or otherwise, to seek clarification. Where the Board has a query in respect of an application, where there is inconsistency between the documents submitted, or where the Board has any other queries, the Board may seek further clarification.

Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a girl shall not be entitled to a place in the school and the Board may cancel an offer already accepted.

### **Junior Infant Admission**

Parents/legal guardians seeking to enrol their child in Junior Infants are requested by **22 February 2019** to return the completed Junior Infant Application Form together with the child's original Birth Certificate to the School. Parents/legal guardians are also required to send in proof of address in the Catchment Area (see Application Form). Application Forms and required documents must be posted or delivered to the School. 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 English or Irish.

Applications cannot be processed unless all documents are received by the closing date of **22 February 2019**. All documents will be returned to the parents/legal guardians when the admission process is complete.

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 Admission Criteria for Junior Infants and will be considered based on the available space and on the conditions set out below.

While recognising the rights of parents/guardians to enrol their child in the school of their choice, the Board must also respect the rights of the existing school community, at all times acting in the best interests of the children. The Board reserves the right to determine the maximum number of children in each separate classroom.

### **Admission Criteria**

The Board has determined the admission criteria to be applied by the Principal in accordance with the updated Education (Admissions to Schools) Act 2018. All girls must be at least four years of age before 1 September of the year they are due to start.

Priority will be given to applicants in the following order (as assessed on 22 February 2019) in the year before start date:

#### **Category 1**

- *Girls resident in any of the three Catholic parishes of St Anthony, St Gabriel and St John the Baptist, Clontarf*  
**OR**
- *Sisters of children currently enrolled in St John the Baptist Infant Girls' School or in St John the Baptist Senior Girls' School who were previously enrolled in St John the Baptist Infant Girls' School.*  
**OR**
- *Daughters of the current permanent teaching staff in the School.*

#### **Category 2**

- *Girls resident outside the Catchment Area.*

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. 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. A waiting list of unsuccessful applicants, starting with the oldest child, will be kept until 30 September 2019.

**The closing date for applications is 22 February 2019. Classes will be divided in alphabetical order.**

***Note:** While girls aged four years old by 1 September are eligible to be enrolled, the Board recommends that girls reaching their fourth birthday in May, June, July or August should wait until the following year. Parents/guardians concerned about this should consult the Principal.*

### **Admission of a Child with Special Needs**

In relation to the admission 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**

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

### **Exceptional Clause**

The School reserves the right to refuse admission 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, the school cannot meet such needs and/or provide the pupil with an appropriate education, or
2. In the opinion of the Board, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

### **Appeals**

Parents may appeal to the Board if they are dissatisfied with the admission decision. This appeal must be made, in writing, to the Chairperson of the Board of Management, outlining the grounds for the appeal. If parents are unhappy with the outcome of their appeal to the Board, they have the right of appeal to the Department of Education and Skills under Section 29 of the Education Act 1998. Details are available at [www.education.ie](http://www.education.ie) or from the school. Please note there are certain time and other requirements which must be met in making an appeal to the Department.

### **Code of Behaviour**

Girls 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 places the responsibility on parents/guardians to ensure their child co-operates with school policy. In relation to school discipline, including the suspension or expulsion of any pupil, the Board 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 Admission Policy**

This Policy was approved at a Board of Management Meeting on 22 November 2018 to take effect from 04 December 2018. This Policy will be reviewed in the school year 2020-2021 by the Board of Management.

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**PAUL NOLAN**  
**Chairperson**  
**Board of Management**  
**St John the Baptist Infant Girls' School**

Date: 04 December 2018