

St Christopher's Primary School
Haddington Road
Ballsbridge
Dublin 4



Enrolment Policy

Ratified on December 3rd 2019 by
The Board of Management

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Enrolment Policy

This policy document details the Enrolment Policy pertaining to the enrolment of pupils to St Christopher's Primary School. The policy outlines arrangements for enrolment of pupils to the school for entry to school from September 2020 and following years, unless otherwise updated.

St Christopher's Primary School is a Catholic primary school, under the Patronage of Archbishop Diarmuid Martin. It was established in 2019 (following the amalgamation of St Brigid's Primary School and St Marys' BNS) and caters for girls and boys from Junior Infants to 6th Class. It is located in a new school building on Haddington Road.

The new Board of Management took office on December 1st 2020. The Chairperson of the Board is Fr Patrick Claffey and the Principal is Ms Annemarie Hogan.

The teaching team comprises of twenty four mainstream class teachers and a learning support teaching team of twelve teachers. The school operates under the Dept. of Education and Skills (D.E.S.) from which grants and resources are received annually. Regulations are laid down by the D.E.S.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the NCCA in conjunction with the D.E.S. This is subject to amendments by the D.E.S., in accordance with Section 9 and 30 of the Education Act (1998).

The school supports the principles of

- inclusivity (particularly with reference to children with disabilities or special educational needs).
- equality of access and participation in the school.
- respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- parental rights to enrol their children in the school of their choice; this in the context of the existing school community and the rights of the pupils already enrolled.

Children should be 4 years of age by 31st May, 2020 for entry to Junior Infants in September 2020.

The closing date for applications for entry to Junior Infants in September 2020, is 15th January, 2020. Following the closing date of 15th January, should the number of children seeking to be enrolled exceed the space and staffing available, the following **priority listing** will apply:

Category A.

1. Children who live within the parish of St Mary's, Haddington Road, and siblings of children already enrolled (including step-sisters/brothers).
2. Children of members of staff.
3. Children of past pupils.
4. All children who apply, who do not fit into sub-categories 1-3.

Priority will be given to the oldest children **within each sub-category**. This means that children in each category are placed in order of age; places are then allocated from each category, in above priority, in order of age, oldest children first.

Category B.

Applications received after the closing date (ie: 15th January) will be placed on either a Sub-Category 1 (as above) waiting list or a Sub-Category 2-4 (as above) waiting list within Category B. Places will be offered in order of age within each of these two groupings (i.e. within Sub-Category 1 and within Sub-Category 2-4).

Category C.

Should places still be available applications may be considered from children whose fourth birthday falls between 1st June and 31st August. These places will be offered in order of age with priority given to the oldest children.

Application procedure:

1. Junior Infants should be 4 years of age by 31st May in the year of entry. Applicants who are 4 years of age by 31st August will only be considered if places are available, and are therefore placed on a separate list in order of age (see Category C above).
2. Parents wishing to enrol their children in this school should, in the first instance, make contact with the Principal/ Admin. Office, either by email or in person. A copy of the school's enrolment policy will be provided (also available on the school website).
3. All applications received will be considered in accordance with the enrolment policy and procedure of the school as set out above.
4. Parents will be required to complete and sign the application form in full, providing details of their child's name, age and address, PPSN, previous education, special educational needs and any medical needs. Birth certificate and proof of address must be submitted.

5. In the case of a child with **specific special educational needs**, the BOM may request copies of medical and/or psychological reports in order to assess the school's ability to appropriately provide for the education of the child. In such cases, a meeting may be held with the child's parents and all personnel involved in the care of the child. The purpose of the meeting will be to discuss the needs of the child and to profile the support services required. Following this meeting and on receipt of all relevant reports, the BOM will assess how the school can meet the needs identified. Application may be made to the Special Educational Needs Organiser for additional resources if appropriate.
6. Pupils may **transfer** to the school, subject to the above, and in some cases, subject to the prior approval of the D.E.S. However, enrolment of children during the school year will depend on the availability of places in the requested class. The decision to enrol is at the discretion of the BOM.
7. **Applications for entry in September to classes other than Junior Infants:**
Applications for entry at the start of the school year to classes other than Junior Infants may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application. Places are allocated on a first-come, first-served basis; this means that as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class.
8. If transferring from another school, the Principal of St Christopher's Primary School may contact the Principal of that other school prior to the offering of a place.
9. Refusal to Enrol: The BOM reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the BOM, there is evidence of an unacceptable risk to other pupils, school staff or school property, or if the applicant 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 applicant with an appropriate education.
10. Children enrolled in St Christopher's Primary School are required to co-operate with and support the school's policies including policies on Code of Behaviour, Curriculum, Organisation and Management. The BOM places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.
11. Appeals: Where a Board of Management refuses to enrol a student in a school, the parents has a statutory entitlement under Section 29 of the Education Act, 1998, as amended, to appeal that decision to the Secretary General of the Department of Education & Skills.

In the event of any dispute, decisions regarding enrolment are the responsibility of the BOM. In this, the BOM is bound by the Rules for National Schools (D.E.S.). Until the BOM is established, the responsibility is vested in the Interim Manager.

Amended and ratified by the Board of Management
December 2019