



# Mary, Mother of Hope Junior National School

## Enrolment Policy 2018/2019

### Introduction

This policy is set out in accordance with the provisions of the Education Act, 1998. The Board of Management trusts that by formulating this policy, parents will be assisted in relation to enrolment matters. Furthermore, the Principal Teacher, Alma Moran or Deputy Principal Maeve Callery will be happy to clarify any further matters arising from the policy.

### General Information

In the 2018/2019 school-year, Mary, Mother of Hope Junior National School will be housed in the permanent sixteen classroom school, the St. Charles Houben Building, in Littlepace, Dublin 15, on a shared campus with Mary, Mother of Hope Senior National School. The school telephone number is (01) 6405655. Email enquiries should be sent to [info@hopejns.ie](mailto:info@hopejns.ie).

Mary, Mother of Hope Junior National School is a Catholic School under the Patronage of The Archbishop of Dublin, Arch-Bishop Martin.

There are presently twenty-five teachers in the school, including the Principal. There are four Junior Infant classes, four Senior Infant classes, four First Classes and four Second Classes in the school. The school is a mixed Primary school, catering for both boys and girls.

In September 2018 no class will have more than 28 children.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard to the resources and funding made available by the Department of Education and Science. Should the resources made available to the school change, the provisions of this policy will also be changed, particularly in regard to the pupil-teacher ratio set down by the Minister for Education and Science.

The school follows the curricular programmes prescribed by the Department of Education and Science, 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 Department regulations and programmes, the rights of the Patron as set out in The Education Act, 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.

Mary, Mother of Hope Junior National School opens at 08.50 am and closes at 2.30 pm. Infant children go home at 1.30 pm, while children in First class and Second Class go home at 2:30 pm.

### **Enrolment Procedures**

These procedures will be subject to regular review by the Board of Management, and may be amended, from time to time, by the Board of Management.

Applicants must be at least four years of age before the **First of June** of the year in which they apply. Compulsory attendance at school does not apply until the age of 6 years. Junior Infants must start school during the month of September, as places will not be reserved after the 30<sup>th</sup> of September.

The catchment area, for enrolment purposes consists of the following housing estates: Castaheany & Hansfield estates (off Littlepace Rd.), Deerhaven, Hazelbury, Hunters Run, Littlepace, Pheasant Run.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

- A. - *Catholic children living within the catchment area.*
- *Non-Catholic children living within the catchment area.*
- *Brothers & Sisters (including step-siblings & foster children resident at same address) of children currently and previously enrolled in Mary, Mother of Hope Schools*
- *Children of current staff members of Mary, Mother of Hope schools (including step-children & foster children resident at same address)*

#### **Then**

- B. - *Catholic Children from outside the catchment area*
- *Non Catholic children from outside the catchment area*

In the event of the number of children in category **(A)** exceeding the number of places available in a given year, the Board of Management will implement a cut-off date, whereby children will be offered a place according to their chronological age.

The same criteria will be adopted in relation to pool B until all places are filled.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available at a later date.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

The Board of Management will communicate arrangements regarding enrolment through Parents Association Newsletters, Parish Bulletin, via School and Community Internet sites and through the present parent body in school.

#### **Registration Procedure for Junior Infants, September, 2018**

Registration for the 2018/2019 school year will take place from January 15<sup>th</sup> 2018. Applications for registration **must be received** by February 14<sup>th</sup>, 2018

*Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with this enrolment policy.*

Applications for places in Junior Infants made after February 14<sup>th</sup>, 2018 will only be considered when the initial waiting list is cleared and places will be offered on a chronological age basis, with priority being given to the oldest children.

#### **Return of Forms of Acceptance**

Letters of offer for places in Junior Infants will be made by post in February, 2018. All completed registration forms must be returned to the school within two weeks of the letter of offer. It is the duty of parents to ensure that, by that date, the School has:

- The child's PPS Number (Personal and Public Service Number), a copy of the child's birth certificate and a copy of the child's baptism certificate, where appropriate
- Proof of address must be furnished by the parent/guardian registering the child, in the form of 2 original recent utility bills, bank statements or other such documents. This is necessary to satisfy the Board of Management that the address provided in the application is genuine.

If the school does not receive this documentation by the nominated closing date, the Board of Management will assume that the place is not being accepted and the place will be offered to the next child on the waiting list.

Unsuccessful applicants will be informed in writing by post that they have been placed on the waiting list. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

There will be an induction meeting for parents of incoming infants in June of the year of entry.

### **Equality of access**

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances.

In relation to applications for the enrolment of children with special needs, it is open to the Board of Management to request a copy of the child's medical and/or psychological report or where such a report is not available, to 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. Following receipt of the report, the board will assess how the school can meet the needs specified in the report.

Where the Board deems that further resources are required, it will, prior to enrolment, request that the Department of Education and Science provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties will be held. This will include parents, Principal, class teacher, Learning Support teacher, Resource teacher for special needs or psychologist as appropriate.

It may be necessary for the Board of Management to decide to defer enrolment of a particular child, pending;

- The receipt of an assessment report; and / or
- The provision of appropriate resources by the Department of Education & Science to meet the needs specified in the Psychological and / or medical report.

### **Transfer Policy**

Applications for transfer to the school will be accepted from a child who has been enrolled in another primary school, and will be treated in accordance with the criteria laid out in this section of the school Enrolment Policy.

Children may transfer into Junior Infants (after September 30<sup>th</sup> of any given year), Senior Infants, First Class and Second Class. The Board of Management will accept transfers into the school subject to the terms of Circular 24/02, and to the following:

- that the child has already been enrolled in another school or is receiving home tuition under the DES/NEWB/Túsla Child and Family Agency approved guidelines
- that the child is transferring to an age-appropriate class
- that the school is not already full
- and that there is a space in a class at that level for the child wishing to transfer

Where the Board of Management is unable to offer a child seeking a transfer a place in the school, the child will be placed on a pre enrolment file. The child's position on the pre enrolment list is determined by the following criteria:

1. Children of school going age who have come to live in the catchment area and who do not have a place in any school.
2. Siblings of children currently and previously enrolled in Mary, Mother of Hope schools and children of Staff Members (*including step-siblings & foster children resident at same address*)
3. Children who live in the catchment area and who do not have a school place in the Dublin 15 area.
4. Children who live in the catchment area and who are attending one of the schools in the Dublin 15 area.
5. All other applicants.

In the event of the number of children in category (1) exceeding the number of places available in a given class, when a place becomes available, the Board of Management will implement a cut-off, whereby children will be offered a place according to their date of application.

The same criteria will be adopted in relation to pools (2), (3), and (4) respectively, until all places are filled.

All unsuccessful applicants will remain on the pre enrolment file, in accordance with the above criteria for places that may become available at a later date.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

This policy is subject to regular review by the Board of Management.