

## Our Lady of the Wayside NS Kilternan



## Admissions and Participation Policy

### General Information about the school:

Our Lady of the Wayside NS Kilternan Dublin 18 Tel: 01-2955682	Scoil Mhuire Cois Bothair Cill Tiarnáin Baile Atha Cliath 18 Guthán: 01-2955682
Email: <a href="mailto:kilternanns1.ias@eircom.net">kilternanns1.ias@eircom.net</a>	

Our Lady of the Wayside NS is a Roman Catholic School under the patronage of the Catholic Archbishop of Dublin. It opened on 1<sup>st</sup> July 1965. It is a mixed (boys & girls) school with the full stream of classes (Junior Infants to 6<sup>th</sup> class) being taught. At present (September 2015) there are 17 full-time teachers and one part-time teacher on the staff – the Principal, twelve Mainstream Class teachers, two full-time and one part-time Learning Support teachers and 2 Resource teachers for children with Special Needs.

School opens at 8.50 am and closes at 2.30 pm except in the case of Junior and Senior Infants for whom school closes at 1.30 pm.

The school is funded by the grants, which are paid to the Board of Management by the Department of Education and Science (DES) and by other agencies. The school operates within the rules and regulations set by the DES. Our Lady of the Wayside NS follows the curricular programme prescribed by the DES, which may be amended from time to time in accordance with Section 9 and 30 of the Education Act, 1998.

The school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Specifically the school teaches the Catholic religion programme as set out in the Alive O programme and the Grow in Love programme including the preparation of the children for the sacraments of Reconciliation, First Holy Communion and Confirmation.

### **Mission Statement**

“At Our Lady of the Wayside NS we work at creating a Christian atmosphere that promotes the dignity and individuality of every pupil enabling him/her to reach his/her full potential in a happy, learning environment” (*School Mission Statement*)

Our mission statement calls us to create a caring Christian environment in which each child’s potential can be nurtured and in which each child feels valued. It promotes a school climate, which encourages respect, trust, consideration and support for others.

### **Enrolment/Admission Policy**

#### **Section A**

The Enrolment Policy is set:

- (a) In accordance with the provisions of the Education Act 1998.
- (b) Taking into account the rights of the patron as set out in the above Act
- (c) Within the context and parameters of the DES regulations and programmes
- (d) Bearing in mind the funding, facilities and resources available.

Under this policy no child is refused enrolment/admission to the school on the grounds of disability, special educational needs, gender, ethnicity, family or social circumstances, traveller status, religious/political beliefs, language, asylum seeker/refugee status.

The school supports the principles of

- Inclusiveness, particularly with reference to the enrolment of children with a disability or 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, language and ways of life in society.

While recognising the rights of parents to enrol their child in the school of their choice, (Education Act 1998 Section 15 (2) (d)) the Board of Management equally strives to respect by its actions the rights of the existing school community and, in particular, the rights of the children already enrolled. This requires the Board making balanced judgements guided by the principles of natural justice and the best interests of all the children being taken into account.

In light of these factors, the Board reserves the right to determine the maximum number of children ordinarily accommodated in each classroom bearing in mind:

- Size of available space in the classroom
- The educational needs of children of a particular age
- Composite or multi-grade classes
- Presence of children with special education/behavioural needs
- DES guidelines and directives on class size

## **Section B**

In the event that the number of children seeking enrolment exceeds the number of places available in any class, the following priorities shall apply:

- (1) Catholic children who reside in the parish of Sandyford and Catholic children of current staff of the school,
- (2) Catholic children from neighbouring parishes e.g. Enniskerry, whose residence is located closer to the school than to any other Catholic School,
- (3) Children who live within the Catholic parish boundaries but are not themselves Roman Catholics
- (4) Catholic children from outside parishes
- (5) Non-Catholic children from outside parishes.

## **Section C**

In considering the enrolment of children from Categories (1) and (2) Section B the following priorities shall apply:

- (1) All children being enrolled in Junior Infants shall have reached their fourth birthday by 30<sup>th</sup> April prior to their enrolment, unless otherwise directed by the Board of Management.
- (2) There shall be five categories for enrolment and the following priorities shall apply:
  - (a) Siblings of pupils/ children of staff members
  - (b) Roman Catholic children who live in the immediate catchment area of the school (determined by proximity) together with the children of staff of the school;

- (c) Roman Catholic children who live outside the immediate catchment area of the school but within the parish of Sandyford;
- (d) Roman Catholic children from neighbouring parishes whose residence is located closer to this school than to any other Catholic school;
- (e) Position on the applications list will be a determining factor.

Parents should note carefully that notwithstanding the above priorities, the Board of Management /Principal shall have discretion and the final say in relation to admissions. The Board shall exercise its discretion in the interests of the majority of the school and the safe operation of the school.

New applications following the date of this review can only be made by completion of the school application form, in November, two calendar years immediately preceding the anticipated year of enrolment. If further applications are received at a later date and places become available, those places will be allocated by the principal according to the priorities set out in this document. The school will acknowledge such written applications by letter addressed to the parents/guardians of the child.

**Priority in the allocating of places** will be given to the siblings of pupils and children of staff members i.e. those in Category (a) above.

**Next priority** in the allocating of places will be granted to those applicants resident in the immediate catchment area of the school.

Should there be vacancies to be filled in the Junior Infants class (es) upon the granting of places to the children in Category (a) and (b) they shall be offered to those in Categories (c) and (d).

Within the parameters outlined above the school's enrolment policy will be administered and implemented by the Principal.

### **Process**

Offers will normally be made (in accordance with the priorities set out in Section C above) in November.

- (1) Parents apply to the school to put their child on an applications list.
- (2) Once the application form is received by the secretary she confirms in writing that it has been recorded and that the child is now on the waiting list.
- (3) A phone call is made to all on the applications list in October before their child is due to start school to establish if they are still interested in the place.
- (4) List is amended.
- (5) Parents are requested to accept or decline the place in writing. If they accept, they must pay a €150 non-refundable deposit, which will be offset against books, requisites and uniform, when the child takes up the place in September.

## **Section D**

Applications for places in other classes in the school (Senior Infants to 6<sup>th</sup> class) are dealt with on a case by case basis taking into account the size of the class to which enrolment is being sought and the other factors outlined in **Section A** above. These cases may be referred to a meeting of the Board of Management for its determination on them.

Certain information will be required when an application for enrolment is made. This will include child's (pupil's) name, date of birth, address where the child is normally resident, names and addresses of the child's parents/guardians, telephone numbers, religion, sex, nationality, special educational needs, names of previous schools attended (if the child is being transferred from another school), school reports, copies of any Court Orders relating to access to the child and/or custody of the child and any other information relevant to the school and should accompany the application for enrolment.

## **Section E**

### **Children with Special Needs**

If deemed necessary, the Board of Management or the Principal may request a copy of an applicant child's medical and/or psychological report. Where such a report is not available, the Board or the Principal may request that the child be so assessed as soon as possible.

Where considered necessary and practicable the Board may, in certain circumstances, sanction financial assistance towards having an assessment carried out.

The purpose of the assessment report is to assist the Board in establishing if the school has the resources and facilities to meet the needs of the child.

Where the Board deems that further resources and/or facilities are required in order to meet the needs of the child as specified in the report it may request the provision of these resources/facilities prior to admission.

If may be necessary for the Board to defer the admission of a child pending:

- The receipt of an assessment report
- The provision of appropriate resources to meet the needs specified in the assessment report.

## **Section F**

## **Decision on Enrolments**

Applications for the enrolment of children in the Junior Infant class (es) are normally processed during the month of November of the calendar year prior to the year of enrolment in the school. Admission of pupils to Junior Infant class takes place in September/start of the academic year unless the child is transferring from another school.

The decision of the school regarding the enrolment of each child will be conveyed to the parent(s) in writing during November or as soon as practicable thereafter. In accepting the offer of enrolment, the parents of the child undertake to provide to the school with necessary information as required on the Admission Form.

## **Section G**

All children enrolled in Our Lady of the Wayside NS are required to co-operate with and support the Code of Behaviour and the Anti-Bullying policy of the school.

The Board of Management enlists the co-operation and the support of all parents of the school community in its implementation of its codes, policies and operational requests in the interests of the safety and welfare of children and staff.

## **Section H**

In setting out the above policy in accordance with the provisions of The Education Act 1998 the Board of Management trusts that parents will be assisted in relation to enrolment matters. The Principal (Tel: 01-2955682) will be happy to clarify any further matters arising from the policy.

This policy has been ratified by the Board of Management of Our Lady of the Wayside NS.

Enrolment policy adopted February 1994

Enrolment policy reviewed June 1999

Enrolment policy reviewed March 2004 (see changes to fourth birthday requirement in Section C 1).

Enrolment policy updated September 2009

Enrolment policy updated September 2010

Enrolment policy updated October 2012

Admissions policy updated September 2015