

Our Lady of the Wayside NS Kilternan



Enrolment and Admissions Policy

General Information about the school:

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Our Lady of the Wayside NS is a Roman Catholic School under the patronage of the Catholic Archbishop of Dublin. (Note: in compliance with the Education (Admission to Schools) Act 2018 no child will be refused enrolment on grounds of religion or other beliefs. The school opened on 1st July 1965. It is a mixed (boys & girls) school with the full stream of classes (Junior Infants to 6th class) being taught. At present (October 2018) there are 17 full-time teachers and two part-time teachers on the staff – the Principal, twelve Mainstream Class teachers, and a Special Education Team of four 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 and the Education (Admission to Schools) Act 2018
- (b) Taking into account the rights of the patron as set out in the above Acts
- (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, 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) Siblings of pupils currently in the school.
- (2) Children of current staff of the school
- (3) Children who live in the immediate catchment area of the school i.e. within 1 – 2 Kms.
- (4) Children within 2 – 4 Kms of the school. In the event that two or more applicants are equally eligible for a place the oldest child will be admitted.
- (5) Notwithstanding the foregoing criteria the principal may admit a child on other grounds such as previous parental involvement with the school or other compassionate grounds. Each case will be considered on its own merits and may be subject to Board of Management approval. The principal's decision in relation to such matters will be final.

Section C

Admission Rules and Processes

All children being enrolled in Junior Infants shall have reached their fourth birthday by 30th April prior to their enrolment. No younger children will be enrolled unless otherwise directed by the Principal/ Board of Management.

Applications for places in other classes in the school (Senior Infants to Sixth 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 the preceding sections above. Such applications may be referred to a meeting of the Board of Management for its determination on them.

Parents should note carefully that notwithstanding the above rules and priorities the 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 children 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, one calendar year 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.

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

The Admissions Process

Offers will normally be made (in accordance with the priorities set out in Section B 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/he confirms in writing that it has been recorded and that the child is now on the waiting list.
- (3) List is amended if required.
- (4) Parents are requested to accept or decline the place in writing. Having accepted a place, each parent is requested to pay €150 which will be used to supply your child's books, requisites and a contribution to his/her uniform, when your child takes up the place in September.

Section D

Information required by the school

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, medical 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

Our Lady of the Wayside welcomes 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.

It 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 the necessary information as required on the Admission Form.

Section G

Code of Behaviour

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 and the Education (Admission to Schools) Act 2018 the Board of Management trusts that parents will be assisted in relation to enrolment matters.

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

Enrolment and Admission Policy updated November 2018