

Star of the Sea BNS

ENROLMENT POLICY

The Board of Management of Star of the Sea BNS hereby detail the Enrolment Policy for the school as of October 2019, and trusts that by doing so parents/guardians will be assisted in relation to enrolment policy and procedures. This is in accordance with the provisions of the Education Act 1998 and the Education (Admission to Schools) Act, 2018.

ABOUT THE SCHOOL

Star of the Sea BNS is a Catholic boys' Primary school catering for pupils from 4 to 13 years, under the patronage of Archbishop of Dublin. It was established in 1876.

Star of the Sea BNS strives to provide a structured, caring, happy and secure environment, where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. We will strive to provide an appropriate education for every child in our school.

Star of the Sea school welcomes and is inclusive of all faiths and none.

Star of the Sea BNS is a 19 teacher school including the Principal, Mr Niall Walsh. It has 14 mainstream classes, 5 special education teachers and 3 SNAs.

The school operates under the direction of the Department of Education and Science (D.E.S.) from which grants and resources are received annually.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the National Council for Curriculum and Assessment in conjunction with D.E.S. This curriculum may be amended from time to time in accordance with sections 9 & 30 of the Education Act (1998).

The number of teachers allocated to the school each year is determined by the number of boys enrolled in the school as at 30th September in the previous school year.

The school supports the principles of:

-) Inclusiveness, particularly with reference to boys with disabilities or special education 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 choice in relation to enrolment,

-subject to the rights and limitations as set out in legislation and the Department of Education regulations and programmes, and the funding and resources available.

ENROLMENT PROCEDURE

Where possible the school will accept all applicants for places, but in exceptional years where places are oversubscribed the criteria outlined in the enrolment policy below will apply.

Important Information: In years where demand for places exceeds supply, failure to follow any aspect of the enrolment procedures could deprive your child of a place in the school.

If you have any queries regarding our enrolment procedure or policy please contact the school well in advance of the closing date for applications. There is an annual Information Evening for prospective Junior Infant parents/guardians held in April and the school provides an opportunity for prospective Junior Infant pupils to visit the school in June.

Procedure:

1. Parents/Guardians must return a completed Enrolment Application Form for the year of entry (available in the office or on our website) accompanied by a copy of the child's Birth/Adoption Certificate to the school, **and obtain a letter of acknowledgment**. In the event of any dispute, only a letter of acknowledgment will be taken as proof of a valid application having been made.
2. Completed Enrolment Application Forms and accompanying certificate must be **received** by the school before the closing date for applications, which is on or before 2pm on the 15th of January of the year of enrolment. Responsibility for ensuring that the school receives the requested documents by the closing date lies with the Parent/Guardian making the application. Late applications cannot be included for consideration.
3. Details of boys for whom completed Enrolment Application Forms and accompanying Certificate have been received by the deadline will be placed on an applications list. Applications will not be recorded on the list until such time as all requested information has been received. The placement of your child's name on the list merely confirms receipt of a completed application. The Applicant will then be assessed for eligibility on the basis of the criteria outlined in the enrolment policy below.
4. Parents/Guardians will be notified within 21 days of the closing date for applications of the outcome of their application. Offers must be accepted within the time specified in the letter of offer. In the event of an offer not being accepted within the specified period the right to a place is automatically forfeit.

ENROLMENT POLICY

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Star of the Sea BNS also has responsibility to respect the rights of the existing school community and in particular the pupils of the school. This requires balanced judgement, guided by the principle of natural justice and acting in the best interest of all the boys. Therefore the Board of Management reserves the right to determine the maximum number of boys in each separate classroom, bearing in mind:

- a) number of classrooms available
- b) size of available space in classrooms
- c) educational needs of boys of a particular age
- d) multi-grade classes
- e) boys with special educational / behavioural needs
- f) D.E.S. maximum class average directives

All applications recorded in the applications list will be categorised and available places will be allocated with priority given in the following order to:

- a) Brothers (including step-brothers and half-brothers) of pupils currently enrolled in the school. – priority to eldest;
- b) Boys of staff currently working in the school – priority to the eldest;
- c) All other boys resident in the Parish of St Mary's Star of the Sea, Sandymount (hereafter known as "the parish") – priority to eldest;
- d) Boys who live within 1.5 km* of the school - priority to eldest;
- e) All other boys who apply to the school are entitled to a place in the school if there are vacancies in the school after the groups from (a) to (d) have been allocated places – priority to eldest;

**Explanatory Notes*

Where, upon allocating places in accordance with the above order of priority, it appears that the number of applicants in the lowest relevant category of priority exceeds the number of remaining places, priority in that category (and in that category alone) will be given to the eldest applicant(s).

The Board of Management will not regard the residency requirement in category c) above as satisfied until the parents/guardians are able to provide proof on request by the Board of Management of the applicant's residency in the Parish for three months prior to the closing date for applications, and continuing residency up to and after the date of entry to Junior Infants.

In relation to category d), the Board of Management's determination as to whether the residency requirement has been satisfied in any given case shall be final and conclusive. The Board of Management reserves the right to withdraw a place that has been allocated on the basis of residency at any time prior to the commencement of the relevant Junior Infant class in the school if the Board is satisfied that the applicant no longer satisfies the residency requirement.

Providing false or misleading information or withholding relevant information will invalidate an application.

The Board of Management reserves the right to amend any aspect of the above policy from time to time as may be deemed necessary.

SPECIAL CATEGORIES OF ENTRANT

1. Other pupils may be enrolled during the school year if, for example, they are newly resident in the area or transferring from another school, subject to the school's enrolment policy and availability of places. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools. A letter of transfer with information in relation to attendance and educational progress from the previous school must be provided when transferring to the school.
2. In relation to applications for the enrolment of **children with special needs**, it is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. The Board will request copies of the child's medical and/or psychological reports or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his disability or specific 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 request the Special Education Needs Organiser to provide the resources required to meet the needs of the child as outlined in the psychological and /or medical report. These resources may include for example, access to, or provision of, any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other.

The school will meet with the parents of the child and with the Special Education Needs Organiser (SENO) to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support / resource teacher, SENO or psychologist , as appropriate.

The Board will reserve the right to refuse enrolment in exceptional circumstances if

1. The pupil has special needs such that, even with additional resources available from DES, 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, school staff and /or property.

GENERAL

Boys enrolled in our school are required to co-operate with and support the School's policies including policies on Code of Behaviour, Curriculum, Organisation and Management. The Board places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

APPEALS

Where a Board of Management refuses to enroll a student in a school, the parent has a statutory entitlement under Section 29 of the Education Act to appeal that decision to the Secretary General of DES. A committee is established to hear the appeal with hearings conducted with a minimum of formality. In most cases appeals must be dealt with within 30 days. Where appropriate, the Secretary General may give whatever direction to the Board of Management that is considered necessary to remedy the matter.

The policy will be reviewed annually or as deemed necessary.

This policy was approved by the Board of Management on 20 January, 2005.

Reviewed in 2008

Amended April 2009

Amended March 2011

Amended February 2013

Amended May 2014

Amended June 2016

Reviewed October 2018