



**St Louis Infant School
Rathmines Dublin 6
Enrolment/ Admissions Policy 2017**

The Board of Management of St Louis Infant School wishes to state that this policy was drafted in accordance with the provisions of the Education Act 1998.

School Philosophy

St. Louis Infant School Rathmines, Dublin 6, is a co-educational infant school under the patronage of the Catholic Archbishop of Dublin and functions in accordance with the rules of the Department of Education and Science.

The school caters for children aged 4-8 years and has three class levels – Junior Infants, Senior Infants and First Class.

The school aims to promote the intellectual, physical, cultural, moral, social and spiritual life of all its pupils. A child-centred curriculum is in place which recognises the value and uniqueness of each child and where every child is encouraged to develop to their full potential. The school follows the Primary School Curriculum as laid down by the Department of Education and Skills

The school has a Catholic ethos and provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and the *Grow in Love* Religion programme is taught in all classes.

All children, irrespective of linguistic, social, religious background or nationality are welcome in St. Louis Infant school. St Louis Infant school promotes respect for the diversity of values, beliefs, traditions, languages and life styles in society. Parents are expected, on the child's behalf, to abide by the rules and ethos of the school. Our policy promotes the integration of children with special educational needs including those with disabilities, provided that this is in the best interest of the child.

The Board of Management of St Louis Infant School is also obliged to respect the rights of the existing school community and, in particular, the children already enrolled. This

requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate class.

Enrolment in Junior Infants

Parents/Guardians may submit a **Pre-Enrolment form** in respect of their child. Pre-enrolment forms are 'an intention to enrol', and are not a guarantee of a place in the school. These forms will be filed in the school and parents will be contacted in December prior to their child's entry to the school. *It is the duty of parents to notify the school of any change of address on the pre-enrolment form.* Pre-enrolment forms are accepted by the school approximately one - two years in advance of the child's entry to Junior Infants. The pre-enrolment form may be downloaded from the school website, www.stlouis.ie.

Parents/guardians who have submitted a pre-enrolment form will be contacted by the school in December of the year prior to entry to Junior Infants. Parents/guardians will receive information on registration procedures and a registration form which they will be required to complete and return to the school by the date specified in this letter. This date is usually the last working Friday in January of the year of entry to Junior Infants. In 2017 this date will be Friday January 28.

Late Applications: Applications received after the closing date will be filed on a late applications list and will be considered when all eligible applications received by the closing date of January 28 2017 have been accommodated.

Registration Procedure

- ✓ Offers of places for Junior Infants will be communicated in writing to parents/guardians within ten (10) working days of the closing date for applications.
- ✓ Parents/guardians must confirm their acceptance of this place within seven days of the date of issue of the letter offering a place.
- ✓ Parents/guardians who have not been successful in obtaining a place in the school will be informed in writing within 21 days of the closing date for applications and their child's name will be put on a waiting list.
- ✓ A registration morning will be arranged for all prospective Junior Infants to visit the school and confirm their enrolment prior to the commencement of attendance at school.
- ✓ All prospective pupils must present themselves in the company of their parents/guardians to meet with a designated teacher in the school before their registration can be processed. This meeting generally occurs on a designated Registration Day. Parents/Guardians are expected to complete the Registration form as fully and honestly as they can.
- ✓ All parents/guardians will be provided with a copy of the school's code of behaviour and discipline, which must be signed as a condition of enrolment.
- ✓ Parents/Guardians must supply the school with a copy of the child's Baptismal Certificate (if applicable), Birth Certificate and/or passport. Evidence of residence (utility Bill / landlord's letter) will also be required.

- Where specific legal documents outline the custody arrangements relating to the child details of these arrangements should be provided at enrolment. Subsequent legal changes to the name(s) or guardianship/custody of the child should be communicated in writing to the school in accordance with the school policy on custody and separation.
- Should additional places become available after the first round of offers have concluded they will be offered to those on the waiting list in accordance with the categories prioritised in the enrolment policy .The oldest children in each category will be prioritised.

Enrolment in Classes other than Junior Infants

Pupils wishing to enrol in St Louis Infant School at any time other than the designated date of entry to Junior Infants must:

- complete a full application form with details of the school in which they are currently enrolled.
- provide St Louis Infant School with copies of reports from the school in which they are currently enrolled, including the results of standardised tests and other assessments where applicable.
- provide St Louis Infant School with copies of documentation relating to any special needs the child may have.

St Louis Infant school reserves the right to contact the school previously attended by the prospective pupil. The decision to accept a child in any other class is made by the Board of Management and their decision is binding.

Applicants for senior infants and first class will be placed on a waiting list. If the number of applicants for these classes exceeds the number of places available places will be allocated in accordance with the categories prioritised in the school enrolment policy. Applications will be placed on file and applicants will be notified by June 30 if they have been successful in procuring a place in the school for the following academic year.

Children with a Disability or other Special Educational Needs

Application for enrolment of children with a disability or other educational need should be made on the standard application form and must be accompanied by a detailed report of the child's disability/educational needs, supported by medical reports, assessments and/or psychological reports. Where such a report is not available the Board of Management may request that the child be assessed.

To allow for the time required to assess need and seek resources, application for enrolment for a child with special educational needs must be made before December 31st of the year prior to the child starting school.

Children with special needs will receive resources and supports in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.

The following categories of applicants are prioritised in St. Louis Infant School's Enrolment Policy

1. Catholic Parishioners of Rathmines Parish.
2. Siblings of pupils who attend/have attended St Louis Infant & Primary schools, Rathmines.
3. Catholic Parishioners of neighbouring parishes that do not have access to Catholic primary schools within their parishes.
4. Children of staff members of St. Louis Infant and Senior Primary Schools.
5. Applicants residing in Rathmines Parish.
6. All other applicants up to the maximum class size as designated by the BOM.

The Board of Management of St Louis Infant school reserves the right

- To set the final date for enrolment each year.
- To determine the age of entry in a given year, subject to children being at least four years old on the first school day of September.

In the event that the number of applicants exceeds the number of places available in a given year, then the Board of Management reserves the right to set a cut-off date for age of entry to Junior Infants, with priority being given to the oldest children falling within any of the prioritised categories above, as required. By way of example only, within category 6 above, the Board of Management may set a cut-off date prioritising those children who meet the criteria for enrolment at the school, and who have reached their fourth birthday by the end of April in the year of entry, should the demand for places exceed the number of places available. This will be decided by the Board of Management when the number of applications received by the closing date for any given year has been considered.

- To request proof of age and address from applicants.

Appeals Procedure

In accordance with Section 28 of the Education Act 1988, parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. This appeal must be addressed in writing to the Chairperson of the Board, stating the grounds for the appeal and must be lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the DES. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

This revised enrolment policy was reviewed and ratified by the Board of Management of St Louis Infant School at the meeting of October 5 2016 and supersedes all previous versions of the enrolment policy of St Louis Infant School, Rathmines.

The policy will be reviewed by the Board of Management in October 2017.

Nollaig Hannaway
Chairperson of Board of Management

