



**St Louis Infant School
Rathmines Dublin 6
Enrolment/ Admissions Policy 2019**

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.

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.

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. We promote 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, upon enrolment. Parents are expected to familiarise themselves with the code of behaviour, internet acceptable user policy, communication policy etc; policies are available on the school noticeboard.

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, the Education (Admissions to Schools) Act 2018 and the Education (Welfare) Act 2000.

Enrolment in Junior Infants

Parents/Guardians may submit a **Pre-Enrolment form** in respect of their child two years before the child is due to start school. 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 regarding enrolment procedures prior to their child’s entry to the school. *It is the responsibility of parents to notify the school of any change of address on the pre-enrolment form.* The pre-enrolment form may be downloaded from the school website, www.stlouis.ie.

Pre-enrolment forms are accepted two years prior to the proposed year of entry.

Parents/guardians will receive information on the enrolment procedure and an application form which they will be required to complete and return to the school by a specified date in the year preceding school entry.

Late Applications: Applications received after the closing date will be filed on a late applications list and will be considered when all eligible applications are processed.

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 additional educational needs the child may have (e.g. psychological reports, occupational therapy reports, speech & language reports etc)

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 Additional Educational Needs

- Children with Additional Educational Needs are welcome to enrol in the school and every effort is made to provide them with an appropriate education. All children will be allocated resources in accordance with the level of resources provided by the Department of Education to the Board of Management.
- The Board of Management requires a copy of the child’s medical and/or psychological report, to have all resources and supports in place before the child is admitted to the school.

- The school may offer further support through meetings with relevant agencies, NEPS, SENO, Speech & Language Therapists, psychologist etc) in order to ensure all necessary supports are in place before a child is enrolled (for example access to special education teacher, Special Needs Assistant, specialised equipment or furniture).

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, which must be signed as a condition of enrolment.
- Parents/Guardians must supply the school with a copy of the child's birth certificate and/or passport, PPS number and Eircode.
- Evidence of residence (utility Bill / landlord's letter) dated within six months 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.

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

1. Siblings of pupils who attend/have attended St Louis Infant & Primary schools, Rathmines.
2. Children of staff members of St. Louis Infant and Senior Primary Schools.
3. Applicants residing in Rathmines Parish.
4. Applicants residing in neighbouring parishes.
5. 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 4 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 May 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.

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 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 enrolment policy aligns with the Board of Management ethos to care for the individual needs of all children in the school and will be reviewed annually.

This revised enrolment policy was reviewed and ratified by the Board of Management of St Louis Infant School at the meeting of 17th December 2019 and supersedes all previous versions of the enrolment policy of St Louis Infant School, Rathmines.

Nollaig Hannaway
Chairperson of Board of Management

