Scoil Lorcán Naofa,
Upper Kilmacud Road,
Stillorgan,
Co. Dublin.

St. Laurence's BNS,
Upper Kilmacud Road,
Stillorgan,
Co. Dublin.

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St. Laurence's B.N.S.

January 2019

Admissions/Enrolment Policy

St. Laurence's B.N.S.,
Upper Kilmacud Rd.,
Stillorgan,
Co.Dublin.

This Policy is available at the school and on school website.

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Title of Policy – **St. Laurence's B.N.S. "Enrolment Policy".**

Introductory Statement:
This policy was formed by reference to the previous policy of enrolment and takes into account the guidelines issued by CPSMA in their newsletter of February, Issue 10, 2011, to Boards of Management under the patronage of the Archdiocese of Dublin.
The B.O.M. of St. Laurence's drew up this policy. The Board has eight members and is representative of the Patron, the Staff and wider community.

Schedule/Mission Statement –
Schedule:
A Roman Catholic School (which is established in connection with the Minister for Education) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides Religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

Mission Statement:
Our primary purpose is to enhance our pupils' quality of learning through the effective and efficient delivery of the curriculum.
We will endeavour to provide multi-dimensional educational and social experiences appropriate to the age, ability and needs of our pupils.

We will have consistently high expectations and will match these with high-quality resources and strategies.

We are committed to honesty and responsibility in all relationships, professional and personal.

We will adopt a philosophy of continuous review and improvement of every aspect of the school's work and life.

We will support the right of every member of the school community to be safe, secure and happy in all their dealing with the school.

Vision Statement:
The Board of Management, Principal and Staff of Scoil Lorcán Naofa in partnership have the following vision for our school-
We would like a school and school environment that makes all members of the school community feel valued, respected, successful, happy and secure.

We would like this school to have levels of expectation in learning and education that are of value, with the stated intention of raising them constantly.

It is our stated objective to give all members of the school community the support and resources necessary to achieve these aims.

It is our stated objective that all members of staff – teaching, administrative and maintenance – will be a source of support to one another, professionally and personally, in our efforts to achieve these aims.

Rationale:
The Board of Management seeks to achieve fairness and transparency by having this policy in place. As the number of places available is limited the Board feels that certain criteria need to be in place to achieve the objectives of fairness and transparency in the enrolment process**.**

Aims:

(1): To achieve fairness and transparency in the enrolment process.
(2): To serve the needs of the local community and indeed of the wider community to the best of our ability.

General Information:

School Details.

Address:	Scoil Lorcán Naofa or St. Laurence's B.N.S., Upper Kilmacud Road, Stillorgan, Co. Dublin.
Phone No:	01-2882486
Fax:	2122551
email:	stlaurencesbns@outlook.ie
Denominational Character:	Roman Catholic under the patronage of His Grace, Archbishop Diarmuid Martin Archbishop of Dublin.
Teachers:	Principal Teacher 17 Mainstream Class Teachers 6 Learning Support/Resource Teachers 1 P.E. Teacher
Ancillary Staff:	Secretary 10 SNAs 1 Caretaker
Classes:	Junior Infants to Sixth Class inclusive.
Enrolment:	Boys only.

Funding:

1.
The school depends on the grants and teacher resources provided by the Department of Education and Skills and operates within the regulations laid down, from time to time, by the Department.
School policy must have regard to the resources and funding available.

2.
Parents also fund the school through a voluntary contribution and through the activities of the Parents' Association.

Opening Hours:

08.40	-	reception of classes.
09.00	-	classes begin.
10.30	-	short break.
10.40	-	classes resume.
12.30	-	lunch break.
01.00	-	classes resume
13.20	-	Junior and Senior Infants – end of classes.
14.20	-	end of classes.

Total per day 5 hours 40 minutes.

Principles:

With the context and parameters of Department of Education and Skills regulations and programmes, the rights of the Patron as set out in the Education Act and the funding and resources available, the school supports the principles of –

- inclusiveness, particularly with reference to the enrolment of children with a disability or other 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, languages and ways of life in society

PROCEDURES

Application Procedures.
Parents may apply to have their children enrolled either by calling in person to the school or by telephone.

Prospective parents are free to meet with the Principal, prior to their child commencing in the school. The enrolment process shall commence in October and be completed by the end of November, in the year preceding commencement.

Provision of Key Information.
When children are being enrolled parents will be asked to provide specific information. An enrolment application form will be provided for this purpose.

Decision Making.
Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

As a general principle and in so far as is practicable, children will be enrolled on application, provided that there is space available.

All applications will be acknowledged in writing by the School Secretary.

Enrolment Criteria:
In regard to criteria for enrolment best practice as suggested by CPMSA has been followed.

However, Department of Education and Skills guidelines re size, staffing provisions, accommodation requirements such as physical space and health and welfare of children must be taken into account.

The Board of Management is also bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 upwards, on 1st September of the relevant school year.

In the event of the school being unable to enrol all children on application, due to any one or more of the above constraints, the following criteria for selection will apply.

1. Children with siblings in the school.
2. Children within the parish from eldest to youngest.
3. Children outside the parish. A lottery system will operate.

Admission Day/Date.

In general, it is to be desired that all newly enrolled pupils would begin on 1st September, particularly in Junior Infant Classes. However, the Board will take all factors into account and may permit enrolment at other times.

Enrolment of Children with Special Needs.

In the event of an application for the enrolment of a child with special needs, the Board may request a copy of the child's medical and/or psychological report or may request an immediate assessment if such a report is not available.

Following receipt of this report, the Board should assess how the school could meet the needs specified. If further resources are deemed necessary, the Board will request the Department of Education and Skills to provide such resources as are deemed necessary to meet the needs of the child e.g. visiting teacher, resource teacher for special needs, special needs assistant, specialised equipment, transport etc.

The school will meet the parents of the child to discuss the school's capability or suitability to meet the child's needs. If necessary a conference involving all parties could be held. This may include parents, principal, class teacher, learning support/resource teacher, doctor and psychologist, as appropriate.

After consideration of all factors, it may be necessary for the Board to decide to defer enrolment of a particular child pending –

- the receipt of an assessment report
- the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the medical and/or psychological report

Pupils Transferring.

Pupils may transfer to the school at any time, subject to school policy, available space and, in some cases, the approval of the Department of Education and Skills.

Refusal to enrol on grounds of Exceptional Circumstances:

The Board reserves the right to refuse enrolment under this policy in exceptional circumstances.

(a) That the pupil has special needs such that even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education.
(b) In the opinion of the Board of Management the pupil poses an unacceptable risk to other pupils, school staff and/or school property

Enrolment Policy

St. Laurence's B.N.S. Kilmacud/Scoil Lorcán Naofa Cill Mochuda is a Roman Catholic School under the patronage of the Catholic Archbishop of Dublin.

As a Roman Catholic School, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic School provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith. In the event of applications for enrolment exceeding the number of places available, the following decision making process will apply.

1. Children with siblings in the school.
2. Children within the parish from eldest to youngest.
3. Children outside the parish. A lottery system will operate.

Notwithstanding the above policy the Board reserves the right to exercise its discretion, where it deems the circumstances appropriate.

If the number of applicants exceeds the number of places available, the school will inform those not being offered a place, by post, prior to Christmas, in the year preceding the September of commencement.

Date:_____

Chairperson:_____

Right of Appeal:
Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. In the event of a refusal to enrol and a decision by parents/guardians to appeal this decision, the Principal will do all in his power to provide full information on the mechanics of appeal to said parents. When an appeal is initiated the Chairman of the Board will be charged with the preparation of a full response to the Appeals Committee. We note that in an appeal under Section 29 of the Education Act 1998, an Appeals Committee can substitute its decision for that of the BOM and may make such recommendations to the Secretary General of the DES as it considers appropriate.

Code of Behaviour:
A shortened, but essentially complete form of the school's code of behaviour will be made available to all parents on enrolment. Section 15 (2) (d) of the Education Act 1998 provides for the suspension and expulsion of children from a school in accordance with NEWB Guidelines. Such information will also be given to parents as part of the school's code of behaviour above.

Review:
This policy will be monitored by the Board at its Meeting of each year and reviewed on an annual basis.

Publication:
- This policy will be made available pending a decision by the Board.

Ratification:
This policy was reviewed and approved at a meeting of the BOM as dated and signed by the Chairman below.

Dissemination:
Parents will be informed how to access this policy on line or in hard copy format.

Date:_____

Chairperson:_____