



Admissions Policy for the Parish Schools of Rush

Junior Infant Admissions Policy for the Parish Schools of Rush, Co. Dublin.

September 2009

This policy is set out in accordance with the provisions of the Education Act, 1998 and in consultation with the Catholic Primary Schools Management Association, Boards of Management, Parents Associations and Staff of all parish schools. The Boards of Management trust that by so doing, parents will be assisted in relation to enrolment matters.

Furthermore, the Chairpersons of the Boards of Management and the Principal Teachers will be happy to clarify any further matters arising from the policy.

The schools are Rush National School, St. Catherine's National School and St. Brendan's National School. They are situated in Rush, Co. Dublin and are all Roman Catholic Schools under the patronage of The Roman Catholic Archbishop of Dublin. As Roman Catholic Schools (which are established in connection with the Minister for Education), we aim to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The schools model and promote a philosophy of life inspired by belief in God. Roman Catholic schools provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promote the formation of the pupils in the Roman Catholic Faith.

All three schools are recognised schools under the Department of Education and Science and operate under its regulations, its curricular programmes (which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998), its grants, teacher resources and the accommodation it provides. All three schools cater for the full range of primary classes, Junior Infants to Sixth Class and are co-educational schools, catering for both boys and girls. All schools support the principles of inclusiveness, equality of access and of participation in school life, with respect for diversity of traditions, values, beliefs, languages and ways of life in society.

Applicants must be at least four years of age by September 30th in the year they start school but may not start school until four years of age. Compulsory attendance at school does not apply until the age of 6 years.

The Boards of Management communicate arrangements regarding enrolment through:

- Parish Newsletters & Bulletins
- School newsletters
- Local newspapers
- Known local pre-schools

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

While recognizing the right of parents to enrol their child in the school of their choice, the Boards of Management are also bound to respect the rights of the existing school communities and in particular, the children already enrolled. This requires balanced judgments in deciding questions of enrolment, guided by the principles of natural justice and acting in the best interests of all the children. All parish schools will require parents to sign acceptance of their Code of Behaviour and may require acceptance of other individual policies.

The Registration Period

Parents seeking to enrol their child(ren) in Junior Infants in Rush National School, St. Catherine's National School and St. Brendan's National School are requested to collect and return a completed Parish Application Form to any of the parish schools during the following registration period:

Between the first school-day of January and the third Friday of January of the year of proposed admission between the hours of 09.30 and 14.30.

All applications must be accompanied by

- an original Long Form Birth Certificate/Adoption Certificate,
- Roman Catholic Baptismal Certificate (if applicable) and
- two current Utility Bills – ESB / Gas / NTL / Landline Telephone only (dated within two months of Registration).

The school of first choice should be clearly indicated on the application form. Completion and return of this application (registration) does not guarantee or constitute an offer of a place in any of the parish schools.

All valid returned applications will be placed on a Parish list of applicants to enrol. Offers of places will be issued within 21 days of clos-



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ing date. No application forms will be accepted later than the third Friday of January. For people who come to live in Rush after this date, names will be put on a waiting list.

In relation to applications for the enrolment of children with special needs, it is open to the Boards of Management to request a copy of the child's medical and/or psychological report or, where such a report is not available, to request that the child be assessed immediately. The purpose of the assessment report is to assist the schools in establishing the educational needs of the child relevant to his/her special needs and to profile the support services required. Following receipt of the report, the Boards will assess how the schools can meet the needs specified in the report. Where the Boards deem that further resources are required, they will request that the Department of Education and Science provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include, for example, access to or the provision of any or a combination of the following: Visiting Teacher Service, Resource Teacher for Special Needs, Special Needs Assistant, specialised equipment or furniture, transport services. The schools will meet with the parents of the child to discuss the child's needs and the schools' suitability or capability of meeting those needs.

The schools reserve the right to refuse admission/enrolment to any child in certain exceptional cases. Such an exceptional case could be, for example, where either:

- a. The nature of the child's needs is such that, even with extra resources from the DES, the schools cannot meet such needs and/or provide the student with an appropriate and inclusive education
- b. In the opinion of the Boards of Management, the student presents an undue risk to good order and discipline in the schools, and/or poses an unacceptable risk to the safety, health & welfare of other students, to school staff or to school property, and/or the degree of the child's need is inconsistent with the effective provision of education for other children in the school.

Selection criteria

In the event of the number of children seeking enrolment in Junior Infants exceeding the number of places available, the following criteria, in the order set out, will be used to prioritise children for enrolment:

1. Children who were unsuccessful in their application the previous year, will be given priority. This will not apply to children who have started in another school. Where a school of the parish can support only one Junior Infant class, priority will be given to category 2 (below) on the list of applicants to enrol.
2. Brothers and sisters (including stepsiblings) of children in the school and Roman Catholics of the parish (including children of traveling community resident in the parish) and children of Staff members (Teachers, Special Needs Assistants, Secretary, Caretaker).
3. Catholic children who live outside the parish and do not have a Catholic school in their parish.
4. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (1) to (3) have been allocated places.
5. All children who apply to the school and are not Catholic and not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (1) to (4) have been allocated places.

In the event of over subscription in any category the child's date of birth will become the deciding factor.

In the event of only one place remaining to be filled, where two or more applicants of the same birth date are next on the list of applicants to enrol, the place will be awarded according to lottery.

Appeal Procedure

Under section 29 of the Education Act, 1998, any parent or guardian can appeal a school's refusal to enrol his/her child by accessing the Department of Education & Science website.

Procedure for the offer of places

- The Principals of all schools meet to calculate the total number of applicants to the parish schools.
- In the event of over subscription in the first/second criterion, the Boards of Management determine who qualifies for a Junior Infant Place in the parish schools by application of the age criterion as outlined in the policy.
- Once the Boards of Management have determined who qualifies for a Junior Infant Place in the Parish, each individual Board of Management determines which of the qualifying applicants will be offered a place in its school, as outlined in the policy.



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Acceptance of place offers

Acceptance of Junior Infant places must be received by your school of first choice by the first Friday in March. Parish schools will share acceptance information details to avoid duplication.

Parish list of applicants to enrol

If parents are not offered a place in the school of their first choice, but are offered a place in their second/third choice school, they can

1. Accept the place offered in the school of second/third choice. Once you accept a place in one of the parish schools your child's name comes off the list of applicants to enrol.
2. Not accept the place in the school of second/third choice and remain on the waiting list for the school of first choice. It should be noted that a very limited number of places becomes available in the current year and these are offered in order of age – priority to the eldest. However, each school will maintain its own list of applicants (who nominate it as school of first choice) to enrol for the following school year.

Implementation

The Principals shall implement this policy on behalf and at the behest of the Boards of Management.

This policy shall be fully implemented and operational in Rush National School, St. Brendan's National School and St. Catherine's National School as and from October 1, 2009. Co-ordination and review of the policy, acceptance of feedback, updating and evaluation shall be the responsibility of the Boards of Management. This policy has been ratified by the Boards of Management in accordance with the Enrolment Policy of the Catholic Archdiocese of Dublin and shall be communicated to all members of the whole school communities.

This policy shall be reviewed on a bi-annual basis.

Signed: _____ Date: _____
 Chairperson B.o.M & Principal
 Rush National School

Signed: _____ Date: _____
 Chairperson B.o.M. & Principal
 St. Brendan's N.S.

Signed: _____ Date: _____
 Chairperson B.o.M. & Principal
 St. Catherine's N.S.



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PARISH OF ST. MAUR
PRE-ENROLMENT APPLICATION FORM

FULL NAME OF CHILD _____

ADDRESS: _____

FATHER'S NAME _____

MOTHER'S NAME _____

PHONE NUMBER (1) _____

PHONE NUMBER (2) _____

DATE OF BIRTH OF CHILD _____ SEX: Male Female

RELIGION _____

HAS YOUR CHILD ATTENDED ANY PREVIOUS SCHOOL? YES NO

DO YOU HAVE OTHER CHILDREN ATTENDING A SCHOOL IN THIS PARISH?
YES NO

IF YES, STATE NAME OF SCHOOL _____

SCHOOLS OF THE PARISH TO WHICH THIS APPLICATION FORM APPLIES

RUSH NATIONAL SCHOOL

ST. BRENDAN'S NATIONAL SCHOOL

ST. CATHERINE'S NATIONAL SCHOOL

PLEASE WRITE 1 IN THE BOX BESIDE THE SCHOOL OF YOUR FIRST CHOICE AND 2 IN THE BOX BESIDE THE SCHOOL OF SECOND CHOICE