

Scoil Ghráinne Community National School, Phibblestown, Dublin, 15.

Enrolment Policy

Introduction

This policy is set out in accordance with the provisions of the Education Act, 1998. The manager trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the manager and the principal teacher will be happy to clarify any further matters arising from the policy.

General information

Scoil Ghráinne operates within the regulations laid down by the Department of Education & Science and follows the primary school curriculum prescribed by the Department of Education & Science which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education Inspectorate.

Scoil Ghráinne Community National School is a co-educational Primary School which operates under the patronage of Dublin and Dun Laoghaire Educational Training Board (formerly Co.Dublin VEC). Scoil Ghráinne is one of 11 Community National Schools nationwide. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Ghráinne seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Scoil Ghráinne caters for children of all faiths and none. It is the policy of Scoil Ghráinne to respect, celebrate and recognise diversity in all areas of human life. Children attending Scoil Ghráinne will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Scoil Ghráinne welcomes children from all faiths and none in common with the other Community National Schools under E.T.B. Patronage, Scoil Ghráinne will recognise the wishes of parents to have their children receive religious education, or morality based education as an integral part of the school curriculum.

Scoil Ghráinne opened in September 2008 with Junior Infant classes. Scoil Ghráinne will have a three stream intake each year. The school is located in Phibblestown (adjacent to Hansfield Road) and shares a site with the post-primary school for the area - Coláiste Pobail Setanta - which also opened in September 2008.

Scoil Ghráinne Community National School is a developing school and will cater for the full range of Primary classes, from Junior Infants to Sixth Class, as the school grows. When completed, Scoil Ghráinne will have capacity to cater for up to 24 mainstream classes.

Under E.T.B. patronage, a management board will be established. In the interim, Scoil Ghráinne will continue to be managed by a single manager. The manager/board of management will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The manager/board of management will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

In view of the pilot nature of the new patronage model and population change within the area served by the school, this admissions policy will be subject to regular review and possible change.

Enrolment Procedures

These procedures will be subject to regular review by the manager/board of management. Applicants must be at least four years of age before the 1st of September of the year in which they apply. (Compulsory attendance at school does not apply until the age of 6 years)

Junior Infants starting school will normally not be enrolled after 30 September.

- The catchment area, for enrolment purposes, consists of the following estates within the Huntstown parish and includes:

-  Allendale
-  Beechfield
-  Blackwood
-  Castlegrange
-  Hazelbury (green and park)
-  Latchford
-  Linnetsfield
-  Manorfields
-  Ongar (park, village, green)
-  Rosedale
-  Ravenswood
-  Phibblestown

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

A. Children born on or before the 30th April 2013

1. Brothers & Sisters (including step-siblings and fostered children resident at same address) of children already enrolled. Once these children meet the first criteria i.e. born on or before the 30th of April 2013, they will be offered a place in the school.

2. Eldest children living within the catchment area.

In the event that all places are not filled within category A above then the following criteria will apply

B– Children born between the 1st May 2013 and the 31st August 2013.

1. Brothers & Sisters (including step-siblings and fostered children resident at same address) of children already enrolled.

2. Children living within the catchment area.

3. Children living outside the catchment area.

In the event that all places are not filled within category B above then the following criteria will apply

C– Late applications (Applications received between the 1st February 2016 and the date on which category B is exhausted).

1. Late applicants received by the date category B is exhausted will be processed in a manner giving priority to chronological age. i.e. the eldest applicants will have priority on the list.

In the event that all places are not filled within category C above then the following criteria will apply

D- Late Applications (Applications received after the date on which Category B is exhausted)

1. These applications will be processed on a first come first served basis.

All other class grades from Senior Infants to 6th class will be operated on a first come – first served basis. Your completed application form will be date stamped upon receipt. Priority will be given in the same order i.e. first siblings to apply, first children within catchment area to apply and then first children outside of the catchment area to apply.

The same criteria will be adopted in relation to category B, until all places are filled.

Late applications will be processed on the date that category B is exhausted. On that date a waiting list of applicants will be established offers of any remaining vacant places will be made to the eldest children in category C.

For category D; applications that are received and comply with the Enrolment procedures above will be waitlisted on a first come first served basis.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available at a later date.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

Registration Procedure for Junior Infants for September 2016

Registration for the 2017/2018 school year will take place until Tuesday 31st January 2017. All applications received on or before Tuesday the 31st of January 2017, will be processed and those being offered a place will be responded to within 21 days of the closing day for the submission of applications. All other applicants will be responded to in due course and will be notified of their place on the waiting list.

Applications for places in Junior Infants made after 31st January will only be considered when the initial waiting list is cleared and places will be offered on a chronological age basis, with priority being given to the eldest children.

Enrolment forms are obtainable from the school secretary or alternatively from the school website. Enrolment forms can also be sent on request. Requests for enrolment forms should be made to:

*School Secretary,
Scoil Ghráinne,
Phibblestown,
Dublin 15.
Telephone: (01) 640 2418*

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with the enrolment policy.

Return of Forms of Acceptance

Letters of offer for places in Junior Infants will be made by post. All completed registration/acceptance forms must be returned to the address shown above, within two weeks of the letter of offer.

It is the duty of parents to ensure that with the application form the secretary has:

- An original long form Birth Certificate (together with a photocopy) **and**

Two of the following as proof of address (these must be dated within two months of application):

- a. ESB Bill
- b. Gas Bill
- c. Landline Telephone Bill
- d. NTL Bill
- e. Lease Agreement

If the school does not receive this documentation with the enrolment application the application will not be processed.

Waiting List

Unsuccessful applicants will be informed in writing by post of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

There will be an introductory meeting for parents of incoming Junior Infants in June of the year of entry.

Equality of access

No child is refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity, or political beliefs & values.

In relation to applications for the enrolment of children with special needs, the school will meet with the parents of the child to discuss the child's needs. It is open to the school 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 school in establishing the educational needs of the child relevant to his/her disability and for applying for appropriate resources to support the child's inclusion.

Sharing of Information

On occasion children will transfer in to our school or may transfer from our school to another. In this event the school will seek or share information related to the child/children with the other educational establishments on a need to know basis.

This policy is subject to regular review by the Manager / Board of Management.

Signed: _____
Mr Ian Murphy (Single Manager)

Date: _____