

# **St. Catherine's N.S., Enrolment Policy 2018**

## **General Introduction:**

St. Catherine's N.S. is a Catholic School for girls under the patronage of the Catholic Bishop of Cork and Ross. The school follows the curriculum as laid down by the Department of Education and Skills. The school consists of 16 mainstream classes.

The school is funded by the Department of Education and Skills and from parent contributions.

## **Introductory Statement:**

This policy was formulated by the Board of Management of St. Catherine's. It replaces and updates all previous enrolment policies.

## **Rationale:**

This policy was set out to assist prospective parents and pupils to understand the ethos and unique characteristics of this school and to help them understand the enrolment process. This policy sets out in clear terms the criteria for selection and clarifies the decision process in allocation of places to prospective pupils.

## **Mission Statement:**

The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual. We seek to be an inclusive community which affirms and supports pupils of varied communities, origins and abilities.

## **Aims of this policy:**

1. Equality of access is the key value that determines the enrolment of pupils in our school. No pupil is refused admission for reasons of gender, religion, race, ethnicity, ability or social circumstances.
2. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Catherine's also has to respect the rights of the existing school community and, in particular, the pupils already enrolled. This requires balanced judgements, which are guided by the principle of acting in the best interest of all pupils.
3. The Board of Management reserves the right to determine the maximum number of pupils in each separate classroom bearing in mind:
  - Educational needs of pupils of a particular age.
  - Department of Education and Skills directives regarding staffing provisions, maximum class averages.
  - Any other relevant requirements concerning accommodation such as physical space.
  - Presence of pupils with special educational/ behavioural needs.

### **Application Process for Junior Infants:**

1. Parents can place their child's name on the Application List by completing an *Expression of Interest Form* from the school website ([www.stcathns.com](http://www.stcathns.com)) prior to the closing date of October 13<sup>th</sup> 2017.
2. In late October all families on the Application List will be issued an Application form which will be emailed to them. This is to be filled out and dropped into the school office. The closing date for receipt of Application forms is November 10<sup>th</sup> 2017.
3. Letters will be sent to all applicants during the week of December 4<sup>th</sup> 2017 to inform parents as to whether their child is:
  - (a) being offered a place or
  - (b) being put on a waiting list
4. Each child not offered a place in the first round, will be placed on a numbered waiting list, based on the criteria listed below.
5. The children being offered a place, will receive an Enrolment Pack containing the following documents
  - Acceptance Form
  - Enrolment Form

Parents are requested to return the completed forms and relevant documents to the school by 12 noon on December 15<sup>th</sup>.

The waiting list will cease on the last working day prior to the school re-opening for the new school year 2018-2019.

### **Decision Making:**

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed the number of spaces available the Board of Management has determined that priority in the allocation of places will be given to the following groups of children

1. Siblings (including step-siblings) of children who have or are attending the school, providing that they are resident at the same address.
2. Children living within the parish.
3. Children of current school staff.
4. Children who are living outside the parish.
5. Any application not covered by 1-4 above.

In all categories, places will be allocated to children starting with the eldest. In general, all pupils will have reached the age of four on or before May 1<sup>st</sup> in the year of enrolment.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

### **Application Form:**

1. The Expression of Interest form is a brief document which asks for the child's name, date of birth, and parent contact information. Further information will be required once a child has been accepted.
2. Parents will be asked, as a condition of enrolment to sign their acceptance of St. Catherine's Code of Behaviour.
3. Incoming Junior Infants will spend one informal period in the school in May/June to familiarise themselves with the school, the classroom and new classmates.
4. It is a condition of enrolment that parents inform the school of any physical, learning, behavioural or emotional special needs your child may have. Please give the school a copy of any available professional assessment, diagnosis or report in relation to your child when returning the completed Acceptance and Enrolment Forms.

This is to allow the school adequate time to apply for resources from the Department of Education and Skills.

### **Applications to classes other than Junior Infants, Pupils transferring from other school:**

Pupils wishing to transfer from other schools are enrolled subject to the school's Enrolment Policy and agreement with other schools. All such transfers depend on space being available with the school.

Parents seeking to transfer their child from another school should contact the school to enquire of availability of spaces in the year group. The Board of Management deem each year group to be full when there are 56 pupils in that year group.

In the event of a place being available, the parents can obtain an Enrolment Application Form from the school. Applications will be processed when the form is completed and returned to the school with other required documents such as attendance records and progress reports from the previous school.

### **The Board of Management:**

The Board of Management may be unable to enrol a pupils who has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/ or provide the pupil with an appropriate education

or

In the opinion of the Board of Management the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

### **Right of Appeal:**

Section 29 of the Education Act provides for a right of appeal against a decision to refuse enrolment.