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Founded 1940

St. Louis Senior Primary School
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St. Louis Senior Primary School

Information/ Enrolment Policy

Introduction

The Board of Management of St Louis Senior Primary School has formulated the School's Admission Policy in accordance with the Education Act 1998 and the Equal Status Act 2000.

St Louis Senior Primary School operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Science. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St Louis Senior Primary School follows the curricular programmes and regulations laid down by the Department of Education and Science. The school operates under the auspices of its Board of Management, the Chairperson of which is Jake Byrne. The Principal is Pádraic Carney.

School's Denominational Character

The school is a co-educational Catholic school under the patronage of the Catholic Archbishop of Dublin. The parish of Our Lady of Refuge, Rathmines and the St Louis Sisters are the joint trustees of the school. The school was founded in 1940 by the St Louis Sisters and has since been providing education to Senior Primary pupils from Second to Sixth Class. Pupils should have reached the minimum age of 7 years by 1st September of the proposed year of entry to Second Class.

School Ethos/ Mission Statement

The school strives to promote the intellectual, spiritual, physical, moral and cultural life of all of its pupils. The ultimate aim of the school is to provide education to the children of the school and this is in order to develop the full potential of all our young people and to help everyone in the school community to discover and respect the true value and dignity of each person. The school has a Catholic ethos and provides religious education for its pupils in accordance with the doctrines, practices and traditions of the Catholic Church. The Revised Curriculum is taught in the school and the Alive O Programme is the Religious Programme taught in all classes.

All children, irrespective of linguistic, social, religious background or nationality are welcome in St Louis Senior Primary School. This school promotes respect for the diversity of values, beliefs, traditions, languages and life styles in society, provided that Parents elect, on the child's behalf, to agree to abide by the rules and ethos of the school.

The school's enrolment policy, having regard to the school's ethos and the requirements of a democratic society, supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or specific educational need, provided that this is in the best interests of the child;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment; and
- Respect for the diversity of values, beliefs, traditions, languages and life styles in society, provided that the Parents elect, on the child's behalf, to abide by the rules and ethos of the school.

The Board of Management of St Louis Senior Primary School is obliged to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate class. School policy must have regard to the resources and funding available.

Procedure for Enrolment of Children for Second Class and new comer pupils.

Parents of children in First Class in the Infant School receive a *letter*, which will outline the application procedure. They will also receive an *application form* in January, when the Principal will visit their classes.

Parents shall be notified that this *enrolment* is taking place by letter, newsletter, parish bulletin and school/parish website. A banner will also be displayed in Rathmines.

To facilitate school planning, completed Applications should be returned to the school office by February 14th of the year of the child's entry to the school. An initial allocation of places will be made in accordance with the criteria listed below. Parents/Guardians will receive a Registration Certificate at the Registration Day, which is held each year in March. This document confirms that a child has been allocated a place in the school. After initial allocations have been made, if any further places become available, a further round of offers will be made in accordance with the school's enrolment criteria.

Applications for all other classes are dependent on class size. Children seeking admission to all other classes will be put on a waiting list and offered a place, in accordance with the school's enrolment criteria, should a vacancy occur.

The completion of an application form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school.

Application to the school

- Applications are accepted from pupils from First Class in St Louis Infant school and all other interested children. Pupils from a school other than St Louis Infant School must provide the school with copies of reports from all previous schools which they have attended, including the results of standardised tests and other assessments where applicable.
- Application forms are available from the Secretary's Office and they can be downloaded from the school website: www.stlouisschool.net
- The following information is required on the Application Form:
 1. Pupil's name, address and date of birth;
 2. Name and address, occupation and phone numbers of pupil's Parents/Guardians;
 3. Contact telephone number in case of emergency – other than Parents/Guardians;
 4. Details of any medical conditions which the school should be aware of;
 5. Pupil's Religious Beliefs;
 6. Pupil's first language;
 7. Previous schools attended, if any and the reasons for transfer, if applicable; and
 8. Any other information, which may be applicable under the Education Welfare Act 1998.

Reports from previous schools will also be required for pupils seeking entry to the Senior Primary School.

- All applications must be accompanied by:
 - A State Birth Certificate;
 - A Baptismal Certificate, if applicable; and
 - Reports from previous schools for children seeking entry to classes from 3rd to 6th
- An application will not be considered complete until such time as all requested information on the Application Form or any related document has been received. Parents will be informed of the cut-off date for receipt of applications.
- An *Information Meeting* takes place for Parents/Guardians of new entrants early in February of each year.

Registration Day:

- In March/April, a *registration day* will be arranged for all new First Class pupils and new comer children to visit the school and confirm their enrolment prior to commencement of attendance at the school. Parents/Guardians are expected to complete a Registration form as fully and honestly as they can.

- New entrants will be introduced to the school in June of each year.
- Parents/Guardians must supply the school with a copy of the child's Baptismal Certificate (if applicable), Birth Certificate and /or passport. Evidence of residence (utility bill/ landlord's letter) may also be required.
- Where legal documents outline the custody arrangements relating to the child, details of these arrangements should be provided at Registration.

The Registration Day confirms both the acceptance of the application by the Board of Management and the Parent's interest in taking the school place in September. On this day, Parents are requested to pay the requisite school fees, which include the book rental fee. Any relevant information will be given to Parents to facilitate their child's entry to St Louis Senior Primary School.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of the Parents to enrol their child in the school of their choice, the Board of Management of St Louis Senior Primary School is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of the children.

Children with Special Needs

Children with special needs enrolling in St Louis Senior Primary School will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management, subject to the level of services provided by the Department of Education and Skills at the time.

Any child with special needs will provide St Louis Senior Primary School with copies of documentation relating to any special needs the child may have, prior to registration. The Board of Management may request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have resources and support in place. This may include visiting teacher service, resource teachers, special needs assistants and specialised equipment or furniture etc.

The school will meet with the Parents of the special needs child to discuss the school's suitability for the child. If necessary a full case conference may be called including Parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

It is the responsibility of Parents/Guardians of any child to inform the school of any such needs on the application form for the child's own welfare. In this context the school

authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

Decision making

Decisions in relation to application for enrolment are made by the Principal, having consulted where necessary with the Board of Management in accordance with school policy and the appropriate resources being available from the Department of Education and Skills. Parents will be notified of acceptance of their children and as a general principle, children will be enrolled upon registration provided that there is space available and the child has reached the appropriate age. In accordance with the Educational Welfare Act 2000, the Board of Management will notify Parents of their decision within 21 days of Registration taking place.

To assist the school in circumstances of over-crowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- Department of Education and Science guidelines in relation to class size and staffing provisions (currently a maximum average of 29 pupils);
- Size of /available space in classrooms;
- Multi-grade classes (where such exist); and
- Presence of children with special education/behavioural needs

In the event of the number of children seeking enrolment in Second Class in St Louis Senior Primary School exceeding the number of places available, pupils will be accepted in the following order:

1. Pupils in First Class in St Louis Infant School;
2. Brothers and sisters of children in the school (including step-siblings and foster children resident at the same home address – priority is given to the oldest);
3. Catholic children of Rathmines Parish. Proof of residence may be requested;
4. All Catholic Parishioners from neighbouring parishes not having Catholic Primary Schools within their parishes;
5. Siblings of pupils attending St. Louis Infant School;
6. Children of staff members of St Louis Infant and Senior Primary Schools;
7. Children of past pupils;
8. Children residing in Rathmines Parish; and
9. All new comers including children not resident in Rathmines Parish, to maximum class size as designated by the Board of Management.

Once the above priorities have been observed, preference will be given by date of application. Should the date of application be the same for a number of applicants, preference will be given to the older children.

In the event that the number of children seeking enrolment from any of the above categories exceeds the number of remaining places then available, preference will be given by date of application, and should the date of application be the same for a number of applicants in that category, preference will be given to the older children.

In the event of a cancellation of an accepted application or a child not taking up an offered place, any then available place will be offered to the child next entitled to an available place in accordance with this Enrolment Policy.

The Board of Management reserves the right:

1. To set the final date for registration each year;
2. To determine the age of each new entrant, subject to being between the ages of seven and twelve.
3. To request proof of age and address from applicants;
4. To refuse admission in the event of a failure to provide any necessary information specified in this Enrolment Policy or in the Application Form.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and the school's Enrolment Policy.

On the basis of Health and Safety, size of rooms etc. the Board of Management declares that 29:1 multiplied by the number of class teachers is the desirable maximum number of pupils that the school can accommodate.

Code of Behaviour

Children enrolled in the school are required by the Board of Management to co-operate with and support the Code of Behaviour, Code of Dress, as well as other policies on Curriculum, Organisation and Management. The Board of Management places Parents/Guardians responsible for ensuring that their child/children co-operate with all school policies in an age-appropriate way.

Appeals Procedure

The Board of Management of St Louis Senior Primary School recognises and upholds a Parent's right to appeal a refusal to enrol through the Appeal Procedures under Section 29 of the Education Act 1998. Parents who are not happy with an enrolment decision may appeal to the Board of Management. This appeal must be made in writing to the Chairperson of the Board, stating the grounds for the appeal and it must be lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may then appeal to the Department of Education & Skills on the official form provided. This

appeal must be lodged within 42 days of receipt of the refusal from the school to enrol. The procedure under Section 29 cannot be invoked until all procedures at local level have been exhausted.

Review Procedure

The policy will be reviewed regularly and also by the full staff and Board of Management every five years or as the need arises. Any staff member, board member, Parent, Guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible.

This revised enrolment policy was ratified by the Board of Management in March 2013 and it supersedes all previous versions.

Signed : *Jake Byrne*
Chairperson, Board of Management

15th June 2016

It will be reviewed by the Board in 2018 or as the need arises.

Appendix to Enrolment Policy

St Louis Senior Primary School is a Roman Catholic School. Religious Education is provided for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church. The school's aim is to provide a safe, happy learning environment where children's intellectual, physical, social and moral development is catered for. There is no compulsion on any child, who is not Catholic, to take part in the Religious Education Programme in the school. However, there is no alternative religious education provision available and no child is allowed to be outside the classroom during Religious Education and Assemblies, unless accompanied by a Parent/Guardian or an adult nominated by the Parent/Guardian.