



St Louis Senior Primary School

Admissions 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, Education (Admissions to Schools) Act 2018.

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 Dolores Hanrahan.

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 must 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 its pupils. The aim of the school is to provide an education to the children of the school which seeks to develop their full potential to help everyone in our 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 Grow In Love and Alive O Programme are the religious programmes taught in classes.

Equality of access is the key value that determines the admission of children to our school. No child is refused admission for reasons of ethnicity, Religion, special

educational needs, disability, language/accent, gender, traveller status, nationality, political beliefs and values, family or social circumstances. 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. Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where request is made in writing, will be excused from participation in formal religious instruction classes and specifically Catholic liturgies. It will not be possible to arrange alternative supervision for children at these times. Children may be excused from participation but will have to stay in the classroom with appropriate work to do. It will not be possible however to provide religious instruction in other faiths.

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 from St. Louis Infant School

Parents of children in First Class in the Infant School receive a letter in January which will invite them to an information meeting outlining the application procedure. At the meeting they will receive the school's application form. To facilitate school planning, completed applications should be returned to the school office by January 25th of the year of the child's entry to the school.

Parents are then invited to a registration day in February. Parents will receive a Registration Certificate at the Registration Day. This document confirms that his/her child has been allocated a place in the school. Registration will not be considered complete until such time as all requested information on the application form or any related document has been received.

Application to the school from children who do not attend St. Louis Infant School

- Application forms are available from the secretary`s office and they can also be downloaded from the school website: www.stlouisschool.net
- All applications must be accompanied by:
 - A State Birth Certificate/Adoption Certificate
 - Proof of address X 2 (2 of the following original utility bills only accepted: ESB/Gas/T.V /Bin)
- 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.
- 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.
- Where legal documents outline the custody, arrangements relating to the child, details of these arrangements should be provided.

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.

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 28 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 into St. Louis Senior Primary School exceeds 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. Children who are permanently resident in Rathmines Parish. Proof of residence will be requested;
4. Siblings of pupils attending St. Louis Infant School;
5. Children of staff members of St. Louis Infant and Senior Primary Schools;
6. Children of past pupils.

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.

Parents of 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/ Speech and Language Report/ Occupational Therapist 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, SET teacher and psychologist or social workers as appropriate.

It is the responsibility of Parents 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.

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 Admission 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 28:1 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 responsibility with Parents/Guardians for ensuring that their child/children co-operate with all school policies.

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 as the need arises.

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

Signed: *Jake Byrne*

Date: 4/2/19

Chairperson, Board of Management

