

St. Dominic's National School

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Enrolment Policy

Principal: Mr. Séamus Vaughan

Chairperson: Fr. Laurence Collins

We are a Catholic school under the patronage of the Catholic Archbishop of Dublin. The school depends on grants and teacher resources provided by the Department of Education and Science. It operates within the regulations laid down by the Department of Education and Skills (D.E.S.), which are amended from time to time. Consequently, school policy must have regard to the resources and funding available at any time. The Board of Management has set out this policy of enrolment of pupils to St. Dominic's National School in accordance with the provisions of the Education Act, 1998.

The school has a Catholic ethos. In addition to Catholic religious education, Catholic values permeate all school activities. The Employment Equality Act 1997 safeguards the rights of schools of religious denominations to give priority to children of their particular denomination over children of other denominations. Accordingly, the Board of Management of St. Dominic's National School has decided that priority will be given to applications made on behalf of a child whose parents are seeking an education in the Catholic tradition.

Staff

We are a vertical co-educational school. In addition to the mainstream teachers the school has Support Teachers and a Home-School Community Liaison Teacher. We follow the curricular programmes prescribed by D.E.S. which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. We are dependent on D.E.S. for all funding and resources.

Equality

The school supports the principles of

- Inclusivity (particularly with reference to children with disabilities or special educational needs).
- Equality of access and participation in the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Parental rights to enrol their children in the school of their choice; this in the context of the existing school community and the rights of the pupils already enrolled.

Enrolment Policy

While recognising the right of parents to enrol their children in the school of their choice, the Board of Management of St. Dominic's National School must respect the rights of the existing school community, in particular the children already enrolled. It is also bound by the D.E.S.'s **Rules for National Schools**, which

provides that pupils may only be enrolled from the age of four years and upwards. In the event of applications exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

1. Siblings of pupils in the school or past pupils
2. Children of past pupils
3. Children who live **inside** the parish of St Dominic's
4. Pupils from St. Dominic's Tots
5. Children who live **outside** the parish of St. Dominic's.

Please note if any of the above criteria (1-6) are oversubscribed, then places will be allocated on the basis of age, the eldest child will be enrolled first according to the child's Birth Certificate.

Availability of places

Enrolment of children who are 4 years of age before September 1st or applications during the school year, is dependent on readiness and availability of places. This decision is at the discretion of the Board of Management, which will be mindful of the following:

- The number of classrooms available
- The size of available space in each classroom
- The educational needs of children already enrolled
- Multigrade classes
- DES maximum class average directives

Application Procedure for Junior Infants

1. Children must be 4 years of age by September 1st in the year of entry.
2. Parents wishing to enrol their children in this school should, in the first instance, make contact with the principal with a view to completing an application.
3. All applications received by January 31st of the year of entry, will be considered in accordance with the enrolment procedure outlined above.
4. Applications received after the closing date (i.e.: January 31st) will be placed on a waiting list. Places on our waiting list will be in line with our enrolment procedure as outlined above.
5. Parents will be required to provide details of their child's name, age and address, religion, previous education, special educational needs and any medical needs. Birth certificate and proof of address must be submitted. Baptismal certificates will be requested from Catholic pupils. Only fully completed application forms with the relevant documents will be accepted as an application.
6. Enrolment practices
 - Public notification in parish newsletter and school website in January each year
 - Notification in school newsletter and displayed on school noticeboard
 - In June, an information meeting will be held for parents of incoming junior infants.

Applications for entry in September to classes other than Junior Infants:

Applications for entry at the start of the school year to classes other than Junior Infants may be submitted at any time. Names of applicants are placed on a waiting list, in line with our enrolment policy. This means that as a place becomes available in a particular class, that place is allocated to the highest ranked child on the waiting list for that class

Transfers

Pupils may transfer to the school at any time, subject to the above, and in some cases, subject to the prior approval of the D.E.S. As a result of a child moving into St. Dominic's parish, children will be accepted into the school at any time depending on availability of places. Assuming that there are places available in the requested classes, an Application Form may be completed at this time. Application forms are available from the school office, by email or by post. Application forms may be completed and submitted at any time during the school year. Completion of an Application Form does not automatically entitle an applicant to a place. If transferring from another school, it is school policy that the Principal of St. Dominic's National School will make contact with the Principal of that school, prior to the offering of a place.

Enrolment of Children with Special Needs

Parents and school must meet to list the requirements and needs of the child and decide if the school/classroom organization is adequate to cater for the child's special needs.

The Board of Management will request a copy of the child's Medical Report, Speech and Language Report, Psychological Report and any other report deemed necessary to the pupil's education and well-being in the school. Where such a report is not available, the Board of Management will request that the child be assessed immediately. Where the Board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the reports. These resources will 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 or other. On receipt of the reports the Special Education Needs Organiser will decide if the pupil meets the requirements for extra resources. If, after a fair and balanced review of the available reports and taking into account the recommendations of these reports the school may not be in a position to provide the support that is deemed necessary for this child. The school then reserves the right to refuse enrolment.

Refusal to Enrol

The Board of Management reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the Board of Management, there is evidence of an unacceptable risk to other pupils, school staff or school property. Refusals to enrol are made at Board of Management meetings. However, the Principal and Chairperson may meet outside of Board of Management meetings to decide upon applications if required.

In the event of any dispute, decisions regarding enrolment are the responsibility of the Board of Management. In this, the Board is bound by the Rules for National Schools.

Appeals

Where a Board of Management refuses to enrol a student in a school, the parents have a statutory entitlement under Section 29 of the Education Act to appeal that decision to the Secretary General of the Department of Education & Skills.

Code of Behaviour

Children enrolled in our school are required to co-operate with and support the school/Board of Management's Code of Behaviour as well as all other policies on curriculum, organization and management. The Board of Management places Parents/Guardians responsible for ensuring that their child co-operate with said policies in

an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended and/or expelled. A copy of the Code of Discipline is given to all parents at Induction. They are expected to read this carefully, sign and return the acknowledgement form to the school (Education Welfare Act 2000). These policies are constantly under review

Ratified by Board of Management: November 2018

Principal: _____

Chairperson: _____