

Enrolment / Admissions Policy

Updated: Jan, 2018

Next Review: Jan. 2021

Drimnagh Castle Primary

Admission Procedures

Drimnagh Castle Primary welcomes all students and aims to provide an integrated and inclusive education. The school is an all-boys school from 2nd to 6th and is part of the Edmund Rice Schools Trust. Drimnagh Castle Primary is a Catholic school operating within the Charter. Refer to www.erstcharter.ie.

This Enrolment Policy is available on request from the school

(A) Application for Admission:

Application for enrolment in the school is made by completing the school's application form, and returning it to the School Office.

The application form is available from the School Office.

The completed application form will be accompanied by confirmation, in writing, that the parent or guardian and applicant accept the Code of Behaviour of the school.

Applications for enrolment for the next school year are made at any time in the preceding school year.

The Board will inform the school community of the procedure for application, through appropriate channels, e.g. the feeder schools, church announcements.

The last date for return of completed application forms is May, and all applications will be processed after this date.

Parents/guardians will be informed of their child's acceptance or refusal within 21 days of that date.

The school makes provision for late applications, subject to places being available in the school.

(B) Enrolment:

Except in exceptional circumstances, children will be enrolled on application.

Successful applicants will be informed, in writing, of their acceptance. Parents or guardians are then required to confirm, in writing, their acceptance of a place in the school for their child.

Parents of successful applicants may be asked to attend at the school on a given date, for the purpose of an informative night, in order to identify, and plan for, the educational needs of the pupils.

Successful applicants [and parents/guardians] will be invited to an Induction Day in the school.

Exceptional circumstances:

The school reserves the right to refuse admission to any pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education or
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.
3. The school may refuse to enrol a child whose parent/guardian has refused to sign the Code of Behaviour.

(C) Criteria for Acceptance of Applications

As a Roman Catholic school under the patronage of the Catholic Archbishop of Dublin, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provide religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic faith. The school caters for:

1. Brothers of children in the school
2. Preference is given to our feeder school – Assumption JBNS
3. Children of staff members
4. Catholic children of the parish (including children of Travelling Community resident in the parish)
5. Catholic children who live outside the parish and do not have a Catholic school in their parish.
6. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (1) to (4) have been allocated places.
7. All children who apply to the school and are not Catholics and not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (1) to (5) have been allocated places.

In order to accommodate groups (1) to (4), the Board may have to operate a cut off in age of applicants to give places to groups (1) to (4) if there is pressure for places in the school.

(D) Applicants with Special Education Needs

The school will use the personnel and financial resources provided by the DES, to make reasonable provision and accommodation for students with disabilities or special needs, up to a nominal cost. The school will endeavour to provide an education that is commensurate with the needs of the child (ref Education Act) in as far as is practicable.

The school aims to identify, at an early stage, any applicant for admission who has special needs, and to become familiar with the specific needs of the child.

In making provision for children with special needs, the school needs to know if the child has had access to

1. A special needs assistant
2. A special class
3. Help, for specific needs, from any resource teacher
4. Assistance with behaviour modification
5. Psychological assessment
6. Any additional resources to help with special needs
7. Help in areas including visual impairment, hearing impairment, learning disability or emotional disturbance.

8. Any resource in relation to travel or mobility

If an expert report is required, it should include workable strategies for addressing the needs of the child, allowing for the resources available.

If no expert report is available, the school will request immediate assessment, in order to determine the educational needs of the child.

Having gathered all the relevant information available, the Board of Management will assess how the needs of the child can be met.

The DES will be requested in writing to provide additional resources, if such are needed.

It may be necessary for the Board to defer enrolment, pending the receipt of assessment reports and/or the provision of appropriate resources by the DES.

The school will meet the parents to discuss the needs of the child and the capability of the school to meet these needs.

In exceptional cases, final acceptance of an applicant will depend on the additional resources being provided by the DES.

Parents or guardians of children with special needs are strongly advised to make early application to the school, to allow time to follow the procedures outlined above.

As soon as possible, but not later than 21 days after a parent or guardian has provided the relevant information, the Board of Management shall decide on the application concerned, and inform the parents or guardian in writing of their decision. (Educational Welfare Act 2000, Section 19, 3.)

(E) Transfer of pupils from other schools:

Pupils from other schools may transfer into the school at any time subject to the following conditions.

The transfer is in accordance with the school's enrolment policy.

The school is satisfied with the reasons for the transfer.

The transfer is in the best interest of the pupil.

All relevant information from the former school is made available.

Space is available in the school to facilitate the transfer.

The Educational Welfare Officer is consulted, if necessary.

(F) Decision-making Process:

Decisions in relation to enrolment are made by the Board of Management, in accordance with school enrolment policy.

The Board will have regard for the relevant conditions prescribed by the DES concerning class size, staffing provisions, accommodation, physical space, health and welfare of children and eligibility for enrolment.

The Board reserves the right to refuse an application for admission, in exceptional circumstances, as stated in the Education Act of 1998, (Section 29).

(G) The right of appeal:

Parents or guardians have the right to appeal a refusal by the Board to admit their child.

The Board's decision will be given in writing and the reason for the refusal will be clearly stated.

The parents or guardians will be informed of their right to appeal the decision, and will be supplied with the Appeals Application Form. (Circular 22/02)

The appeal will be made to The General Secretary, Appeals Administration Unit, Department of Education and Science, Marlborough Street, Dublin 1, on the relevant form.

The school must be informed in writing of the decision to appeal.

(H) Documentation:

When applying for enrolment of their child to the school, parents or guardians will receive the following documentation:

- (1). An Information Booklet stating policies and activities of our school
- (2). A copy of the Enrolment Policy is available in the office
- (3). The standard Application Form of the school.

Parents and guardians should note that the school has adopted policy statements in other areas of interest and concern, towards the best running of the school and the maximum development of the pupils.

These policy statements can be accessed in the School Office on request.

They include:

- (1). The Health and Safety Statement
- (2). The Anti-bullying Statement
- (3). The School Plan.
- (4). The Solvent Abuse Statement.
- (5) Code of Behaviour

(I) Policy re. Parents/Guardians

- The school relies on parents/guardians to provide it with accurate and complete information and to update us in writing in relation to any changes in the information provided. Unless and until otherwise informed in writing, all correspondence in relation to your son will be sent exclusively to the address as provided on the application form.
- In the case of parents who have separated and where the school has been notified of same, the school will arrange for correspondence in relation to your son to be sent to both parents separately, if requested to do so in writing. The Principal will also try to facilitate separate parent teacher meetings on request.
- Should a parent or student wish to access their child's personal data, they should write to the school principal.

This document states the Enrolment Policy of our school at the present time. It may, however, be subject to adjustments and changes in the future. Such changes and adjustments will be contained in an updated version of the school's Enrolment Policy.

(J) Review/Ratification/Communication

This policy will be reviewed at regular intervals and amended if necessary.

Signed: _____ (Chairperson of BOM)

Date: _____