

*St. Francis of Assisi Primary School Belmayne, Balgriffin, Dublin 13.*  
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## **School Enrolment Policy**

The school's enrolment policy has been formulated by the Board of Management in accordance with the Employment Equality Act 1997, The Education Act 1998, The Education Welfare Act 2000 and The Disability Act 2005. It is hoped that the information provided will assist parents in relation to enrolment matters.

### **School Ethos**

St Francis of Assisi Primary School is a Roman Catholic co-educational school under the patronage of the Roman Catholic Archbishop of Dublin. The school aims to promote the full and harmonious development of all aspects of its pupils i.e. their intellectual, physical, cultural, moral, social, linguistic and spiritual attributes.

“The school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of pupils in the Catholic Faith” (Catholic Primary School Manager's Association Handbook)

### **Respect for the School's Code of Behaviour**

Children enrolled in St. Francis of Assisi, Belmayne, are required to co-operate with and support the School's Code of Behaviour (available on the school's website [www.stfrancispsbelmayne.com](http://www.stfrancispsbelmayne.com)) as well as all other policies on curriculum, organisation and management. The Board of Management expects parents/guardians to support their child (ren) in co-operating with said policies in an age-appropriate way.

### **School Organisation and Management**

The school is managed in accordance with the “Rules for National Schools” and the Education Act 1998. The Department of Education and Skills provides the funding for the running of the school and also prescribes the number of teaching staff allowed. The school Board of Management is obliged, at all times to have regard to the resources and funding made available to it by the Department of Education and Skills.

The Board of Management comprises representatives of the patron, parents, teachers and community and will normally hold office for a period of four years. Elections to the Board of Management will be organised in accordance with the ‘Governance Manual for Primary Schools 2015 – 2019’

**The Board of Management** is constituted as follows:

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|----------------------------|--|
| Patron's Nominees:         | Two people directly nominated by the patron, one of whom is the Chairperson.   |
| Parents' Nominees:         | Two parents, one father/one mother, elected by the parent body.<br>‘Governance Manual for Primary Schools 2015 – 2019’ |
| Community Representatives: | Two members of the wider community are nominated for appointment by the Patron   |
| Teachers' Nominee:         | One elected member of the teaching staff. ‘Governance Manual for Primary Schools 2015 – 2019’                          |
| The Principal Teacher:     | Ex officio member.   |

## **Teaching Staff**

The school teaching staff is prescribed by the Department of Education and Skills on an annual basis as determined by pupil enrolments.

## **School Curriculum**

The school curriculum is prescribed by the Department of Education and Skills and may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. In addition to the above the school will endeavour to provide a wide range of co-curricular activities which will be dependent on human resources being available.

## **Enrolment for Children with Special Needs**

The school promotes the integration of pupils with special educational needs as outlined by the Disability Act, 2005 and supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with disability or other special educational needs
- Equality of access and participation in the school
- Parental Choice in relation to enrolment
- Respect for the diversity of values, belief, traditions, languages and ways of life in society.

In relation to application for enrolment of children with special needs, the Board of Management shall request a copy of the child's medical and/or psycho-educational report(s) or where these reports are not available will request that the child be assessed.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relative to his/her disability or special needs and to plan the support services required. The Board will determine how the school can meet the needs specified in the report and may request further support provision from the Department of Education and Skills. The school will meet with the child's parents to discuss the child's needs and the schools suitability or capability in those circumstances. If necessary, a full case conference involving all parties may be convened. This conference may include parents, principal, psychologist, and visiting teacher as appropriate.

## **Procedure for admitting pupils to the school**

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 has decided that priority will be given to children who are Roman Catholics, following which the school will offer places to children of other religious denominations and / or none.

## Admission to Junior Infant Classes

Application Forms are available from the school or may be downloaded from the school website ([www.stfrancispsbelmayne.com](http://www.stfrancispsbelmayne.com)). The completed form must be accompanied by the following documents (NO PHOTOCOPIES):

1. The child's birth certificate.
2. The child's baptismal certificate in the case of Catholic children
3. A current utility bill (no older than 3 months) as proof of address.

**The deadline for applications for places in Junior Infants shall be the 10<sup>TH</sup> JANUARY annually. Application Forms, accompanied by original documents, will be accepted in person or by post only. Email applications will not be accepted. An application will not be accepted until all relevant documents have been received.**

Arrangement for offering places is made following application. Education Welfare Act S.19 (3) states that decisions will be given in writing within 21 days. For Junior Infants this is 21 days from the closing date.

The Principal, on behalf of the Board of Management, will write to parents/guardians of children who are to be admitted, offering them a place for their child. Parents accepting a place must confirm their acceptance within the specified time or forfeit the place.

## Procedure for Offering Places

Because the school may receive more applications for places than it can accommodate, the following selection procedure will apply. Places will be offered to children in the following order of category until all school places are filled.

1. Catholic children living in the parish and sisters and brothers of pupils in the school
2. Catholic children living outside the parish
3. Other children living in the parish
4. Other children living outside the parish

**If the applications within categories exceed the number of places available, older children will have precedence.**

In accordance with the Rules for National Schools a child may not be admitted to the school before their 4<sup>th</sup> birthday.

## Pupils Transferring from other Schools

Pupils may transfer from other schools provided space is available for them. This transfer must be in accordance with Rule 64 of the "Rules for National Schools" and the Education Act, 1998.

## **Re-admission to the school**

Pupils who transfer from the school to attend a special school will be re-admitted provided a place is available for them. Parents must provide the school with a copy of the child's psychological/educational assessments/reports from his/her previous school so that necessary resources for providing for his/her needs may be put in place.

### **The Board of Management will reserve the right:**

1. To set the final date for enrolment each year.
2. To determine the age of entry in a given year subject to children being at least four years of age on September 1<sup>st</sup>.
3. To request proof of address from the applicants. (i.e. house utility bill) Any false information provided will lead to forfeiture of child's place.

## **Informing Parents of the School Enrolment Policy**

A copy of the Enrolment Policy is available on the school website.

A hardcopy of the policy is available on request.

The Board of Management reserves the right to amend this policy.

All queries regarding the school's enrolment policy and/or its implementation should be directed to the Board of Management.

Under Section 29 of the Education Act 1998 parents/guardians have a right to appeal a refusal by the school to enrol a child. The appeal to the Department of Education & Skills (address below) must be made within 42 calendar days from the date the decision was notified to parents/guardians.

Department of Education & Skills,  
Section 29 Appeals Administration Unit,  
Friar's Hill Road,  
Mullingar,  
Co. Westmeath.

This policy was ratified by the Board of Management of St Francis of Assisi Primary School on the 19<sup>th</sup> day of September 2017 and will be reviewed in September 2018 or sooner, if required.

Micheál Ó Braonáin  
Chairperson  
Board of Management