



St John's (Church of Ireland) National School

Tower Road, Clondalkin, Dublin 22.

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ADMISSION POLICY

UPDATED AND RATIFIED 22nd October 2014

THIS SUPERCEDES ALL PREVIOUS ENROLMENT POLICY DOCUMENTS AND APPLIES TO ALL ENROLMENTS FROM NOVEMBER 2014 ONWARDS.

General Information

St. John's National School is a Church of Ireland, co-educational school situated in the parish of Clondalkin and Rathcoole, Co. Dublin.

The Patron of the school is the Church of Ireland Archbishop of Dublin.

The school reflects the ethos and traditions of the Church of Ireland. The school aims to serve the community by providing education at the highest level in conjunction, and with the co-operation of all the partners in education. The work of the school is conducted in an atmosphere of tolerance and respect for religious, social, physical and cultural differences.

The daily Religious Education classes are based on the programme "Follow Me". The religious ethos also permeates the curriculum e.g. in Visual Arts, Drama and Music.

The school is primarily funded by the Department of Education and Science and it operates within the regulations laid down by that Department.

The school follows the curricular programme prescribed by the Department of Education and Science which may be amended in accordance with Section 9 and 30 of the Education Act 1998.

STAGE 1 - Notification of Intention to Apply

Parents/guardians who wish to enrol their child/children as pupils in Junior Infants in St. John's National School should contact the School and request a copy of the Notification of Intention to Apply Form. If the intention is to enrol the child/children in less than 21 days, then an Application Form may be requested, but noting what follows.

N.B. It is the parents'/guardians' responsibility to inform St. John's National School, in writing, of any changes of address. Failure to do so may result in the Application Form not reaching the parents/guardians.

STAGE 2 – Application Form

By mid - October in the year preceding entry, the School will post the following to all parents/guardians of children from whom a Stage 1 – Notification of Intention to Apply Form has been received:

- Application Form
- Admissions Policy

Completed Application Forms, along with any accompanying documents, are to be returned to St. John's National School by mid - November in the year preceding entry.

Only those Application Forms that have been completed in **full** will be considered by the Board of Management.

Completion of the Application Form does not guarantee a place at the School.

Early completion of the Application Form is not a factor in the allocation of places at the School.

All applicants for Junior Infants must have attained their 4th birthday by, at least, the first day of the school year.

STAGE 3 – Enrolment Decision

Applications will be considered by the Board of Management no later than the 30th November in the year preceding entry.

The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:

- The number of places available in the school which in turn involves but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the deployment of teachers and the resources of the school.
- The religious denomination of the child
- The place of residence of the child
- The child's relationship to the school
- The age of the child

Catchment is defined by parish boundaries (where boundaries are unclear catchment may be defined simply by proximity to the school).

Waiting lists do not carry forward to subsequent years where a child has not been allocated a place.

The Board of Management may seek further clarification from applicants before making a decision.

A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.

Unsuccessful applicants may also appeal the decision of the Board under Section 29 (1)(C) of the Education Act 1998.

STAGE 4 – Registration

Letters offering a place in the School will be issued by the 1st December in the year preceding entry.

The completed Acceptance Form is to be returned to the School no later than the 15th December in the year preceding entry.

Order of Priority for Places

St. John's National School is a Church of Ireland school. Priority for places is therefore given in the following order which applies to all applicants:

1. Children belonging to the Church of Ireland, who are members of the Parish of Clondalkin and Rathcoole.
2. Children belonging to the Church of Ireland, who are living outside of the Parish of Clondalkin and Rathcoole.
3. Children of whom one parent is a member of the Church of Ireland.
4. Children who are members of another church which is in full Ecumenical partnership with the Church of Ireland. That is member churches of the Irish council of churches, Council of churches for Britain and Ireland or Conference of European Churches.
5. Children of staff members who are currently working in the school.
6. Siblings who do not fall into categories 1 – 5.
7. Children of other Christian Denominations.
8. Children of other faiths or none.

Siblings of pupils already in the School are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to the siblings of pupils already enrolled in the school who belong in that category only.

Subject to the foregoing, where there is over-subscription in any particular category, places will be determined by age.

Junior Infants will in general be admitted to the school on the first day of the school year. However, the Board may be flexible where space allows and exceptional circumstances occur, (e.g. moving house, etc.).

In the case of children with Special Needs the Board will endeavour to ensure that all provisions deemed necessary for the education of that child are provided in so far as is practicable.

Enrolment of children with Special Needs

In relation to applications for the enrolment of children with special needs, it is open to the Board of Management, to request a copy of the child's medical and / or psychological report. The purpose of the report is to assist the school in establishing the educational and training needs of the child relevant to his/her special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. 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 outlined in the psychological or medical report. These resources may 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.

The school should meet with parents of the child to discuss the child's needs and school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties should be held, which may include Parents, Principal, Class Teacher, Learning Support Teacher, Special Class Teacher, Resource Teacher for Special Needs or Psychologist as appropriate.

The Right of Appeal:-

Parents and guardians have the right to appeal a refusal by the Board of Management to admit their child. They should appeal in writing to the Board of Management. The Board of Management's decision will be given in writing and the reason for the refusal will be clearly stated.

Should the parents or guardians wish to take the matter further, they will be supplied with the Appeals Application Form (circular 22/02) if requested and the further appeal should 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 further the appeal.

Procedures for children moving school during the school year and enrolment procedures for children into classes other than Junior Infants.

Parents wishing to enrol their children for senior infants to sixth class must:-

- a) Fill in the Application Form – which will be acknowledged as soon as possible.
- b) Provide the most recent written report from the child's previous school.
- c) Supply reasons for the transfer, in writing.
- d) Furnish information in regard to the child's educational needs or special needs, if any.

Duly completed application forms for classes other than Junior Infants will be considered throughout the year on an individual basis and in accordance with the criteria mentioned previously.

It must be noted that the Principal will make contact with the Principal of the child's previous school and that a letter of registration on our rolls will be furnished.