

SCHOOL'S ENROLMENT / ADMISSION POLICY.

General Information:

This Enrolment Policy is set out in accordance with the provisions of the Educational Act 1998 and the Board of Management (B.O.M.) trusts that by so doing parents / Guardians will be assisted in relation to enrollment matters. The Chairperson of the Board of Management and the Principal, Ms. Ann Ryan, will be happy to clarify any further matters arising from this Policy.

Copies of this Policy are available on request from the school office. This Policy is available on the school website www.stmarksjs.ie
Notification of the policy's availability also appears in our school newsletters/Parents newsletter etc

St. Mark's Junior National School (J.N.S.) is a Catholic Co-educational Primary School, catering for girls and boys from Junior Infants to Second Classes (inclusive). The school is under the Patronage of the Catholic Archbishop of Dublin. The catchment area of the school is the Catholic Parish of St. Mark's, Springfield, Tallaght, Dublin 24.

St. Mark's J.N.S. is a 28 classroom school with a current total of 36 teachers, Principal Teacher, 20 mainstream teachers, 2 Language class teachers and 13 non mainstream teachers. Staff numbers vary a little from year to year.

The school is grant-aided by the Department of Education and Skills (D.E.S.) and operates under the Rules for National Schools as amended from time to time by the Minister for Education and Science. The level of staffing and the Policies followed by the school are dependent on the levels of funding and resources available to it.

Parents / Guardians are requested to make an annual/monthly voluntary contribution to help cover maintenance costs.

The school follows the curricular programmes prescribed by the D.E.S., which may be amended from time to time, in accordance with Sections 9 and 30 the Education Act (1998). The school follows the Religious Education programme as prescribed by the Education Secretariat of the Archdiocese of Dublin.

Within the context and parameters of D.E.S. regulations and programmes and the rights of the patron as set out in the Education Act and the funding and resources available to it, the school supports the principles of:

- 🌐 Inclusiveness, particularly with reference to the enrolment of pupils with a disability or other special educational need;
- 🌐 equality of access and participation in the school;
- 🌐 parental choice in relation to enrolment.
- 🌐 respect for the diversity of cultures, values, beliefs, traditions, languages and ways of life in society.

The school year is operated within the regulations set down by the Department of Education and Skills and as decided from year to year by the B.O.M.

A typical school year would be as follows:

Summer Holidays: School closed for the months of July and August.

Autumn Mid term: One week around the October Bank holiday / Halloween.

Christmas: Approximately two weeks.

Spring Mid term: Two days in Mid February.

Easter: Ten days /Two weeks spread on either side of Easter Sunday.

The school opening hours are: 8.50 a.m. – 2.30 p.m.

The school day ends at 1.30 p.m. for Junior and Senior Infants.

The school staff participates in service training programmes provided by D.E.S. and the Dublin Diocesan Secretariat. Part or all of the school may be closed on such days.

Teachers meetings may take place on the first Wednesday of the month.

Parents are reminded of this beforehand.

Meeting with Parents /Guardians of the reception classes (Junior Infants) is normally held prior to enrolment in the school.

Each parent / guardian is also invited to an individual meeting with the Principal.

Following this all incoming Junior Infants visit their classroom in June.

Formal Parent / Teacher meetings normally take place in the first or second terms. Parents / guardians are always welcome / encouraged to contact the school to arrange meetings with relevant teachers at any time throughout the year.

A wide range of extra curricular activities is available to the pupils.

Certain information is required when children are being enrolled.

The B.O.M. provides a specific enrolment application form for this purpose. Such information will include:

- Pupil's name, sex, age, address and PPSN number
- Names and address/es of pupil's parents / guardians,
- Contact telephone numbers.
- Contact telephone numbers in case of emergency.
- Details of any medical condition of which the school should be aware.
- Religion and church of Baptism (if applicable).
- Previous schools attended (if any) and reasons for transfer (if applicable).
- Any other relevant information (including such information as may be prescribed under the Education Welfare Act, 2000).

Code of Behaviour:

Children enrolled in our school are required to co-operate with and support the School's Code of Positive Behaviour as well as all other Policies on curriculum, organisation and management. The Board of Management places on Parents / Guardians the responsibility for ensuring that their child(ren) co-operate/s with these Policies in an age appropriate manner.

These Policies may be added to and revised from time-to-time.

All Policies are readily available on request and are on our website.

Child Protection:

We have a Policy on Child Protection which is reviewed annually. All children are expected to take part in our Stay Safe Programme which is done during SPHE time.

Procedures for Enrolment:

Equality of access is the key value that determines the enrolment of children in our school.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, membership of the Traveller Community, asylum seeker / refugee status, political beliefs and values, family or social circumstances.

While recognising the right of parents / guardians to enrol their child(ren) in the school of their choice, the Board of Management of St. Mark's J.N.S. also has a responsibility 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.

Therefore the B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- size of classrooms and available space in classrooms
- presence of children with special educational / behavioural needs.
- health and welfare of children.
- Department of Education and Skills maximum class average directives (currently a maximum average of 28 / 29 children).
This may change in line with Department of Education Circulars.

• **Placing your child's name on the register of children for a place does not guarantee a place.**

• **Ensure you contact the school again by December 1st prior to year of your child's start date.**

• **Parents / Guardians wishing to enrol their child(ren) in St. Mark's J.N.S. must complete and return**

- **the enrolment application forms,**
- **a Birth/ Adoptive Certificate**
- **Baptismal Certificate if you wish your child to make First Holy Communion**
- **proof of residence (e.g. two utility bills in the parent(s) or guardian(s) names).**
- **2x Passport Photos**
- **Deposit towards Educational Costs & Books**

• **Parents applying to enrol their child in Junior Infants must do so before December 1st of the year prior to enrolment.**

(Applications after that date will be placed on a waiting list).

• **In the event of the number of children seeking enrolment in any given class / standard exceeding the number of places available preceding or during the**

school year the **following criteria**, as stated by the school patron, the Archbishop of Dublin, will be used to prioritise children for enrolment.

1. **Date of Birth will determine eligibility i.e. 4 years old before April 30th**
2. **Catholic children resident in the Parish of St. Mark's.**
3. **Brothers and sisters of children in St. Mark's J.N.S. / S.N.S.**


(In assigning places to Junior Infants using the above criteria, priority will be based firstly on date of birth (i.e. older children will have priority) and secondly on date of application (i.e. first come, first served).

**Please note that cut off date of birth may vary from year to year.
Check regularly with school on this issue.**

Children from category (1) who fail to gain places in accordance with above will be

- (a) placed on a waiting list and**
- (b) given first priority for places in the following year.**

4. **Catholic children newly resident within the Parish of St. Mark's.**
5. **Catholic children from Parishes nearby which are not served by a Catholic Primary school.**
6. **Non Catholic children living within the school catchment area.**
7. **Non Catholic children from neighbouring Parishes.**
8. **Date of application.**
9. **Waiting List**

 The names of children in Categories 2 - 9 for whom completed enrolment application forms and Birth / Adoption / Baptismal Certificate and proof of residence (2 utility bills) have been returned, will be placed on a class waiting list.

- 1st round offers are usually sent out in January of the year your child is due to start Junior Infants.
- 2nd round offers will be sent, if places are still available, after 1st round offers have been accepted or refused.
- Children who have not attended school elsewhere may not be enrolled in Junior Infants after September 30th.
- Should a vacancy occur in a Junior Infant Class after September 30th, it may only be filled by a child who is newly resident in the parish of St. Mark's and who has already been enrolled in another school.

The Enrolment of Children with Special Needs:

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. Their Parents / Guardians will be expected to provide the school with a medical report and /or an Educational Psychologist's Report, and where such reports are not available the Board may request that the child be assessed immediately.

The purpose of the report is to assist the school in establishing the educational needs of the child relevant to his / her special educational needs and to profile the support services required.

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 Skills to provide those resources.

Such resources may include visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture.

The school will meet with the parents to discuss the child's needs and the school's suitability / capability in meeting those needs.
If necessary a meeting involving all parties will be held.

The Principal in consultation with the Parents/Guardians and Board of Management and **SENO** will seek to put in place the resources necessary to meet the special needs of the child. Where this is not possible the Board of Management may recommend that the Parents/Guardians seek another school where the child's needs can be better met.

As with all pupils regular reviews of progress are our policy. Where it is deemed that

- (a) a child is not benefiting from a place in St. Mark's Junior National School i.e. his/her educational, emotional and behavioural needs are not being met due to the lack of specialised teaching resources, funding or facilities

or

- (b) the presence of the child in St. Mark's Junior National School would cause a situation where the educational needs of **other children** are not being fully met.

Then the Board of Management reserves the right, in consultation with the Parents/Guardians, through the Principal, to seek a placement in a school better able to meet the child's needs.

The Board also reserves the right to **reduce the length of the school day** for a child who cannot cope or is making the teaching of other children impossible.

The Board of Management also reserves **the right in extreme situations to suspend or exclude** a child whose behaviour is an obstacle to his or other children's learning.

GIFTED CHILDREN:

St. Mark's Junior School recognises that exceptionally gifted children may be registered pupils of this school.

Curriculum planning by individual teachers will ensure that the resources of the school, teaching and material, will be applied to such children so as to maximise their potential.

Pupil Transfer:

Pupils may transfer to the school at any time (but normally on the first school day of each Quarter - September, October, January, April), subject to the school policy on enrolment, available space and in some cases, the approval of the Department of Education and Skills.

- Pupils transferring for the beginning of a school year should normally apply before the previous **May 31st**.

The following documents must be provided before enrolment:

- School Report from previous school
- **the Completed enrolment application forms,**
- **a Birth/ Adoptive Certificate**
- **Baptismal Certificate if you wish your child to make First Holy Communion**
- **proof of residence (e.g. two utility bills in the parent(s) or guardian(s) names).**
- **2x Passport Photos**
- **Deposit towards Educational Costs & Books**

TRANSFER TO SENIOR PRIMARY CYCLE

Children who have completed 2nd Class in St. Mark's Junior National School and for whom completed enrolment application forms and Birth /Adoption / Baptismal Certificates have been returned shall normally have the right to transfer automatically to the **Senior School**, though not necessarily with the same Class Group

TRANSFER TO ANOTHER PRIMARY SCHOOL BEFORE END OF 2nd CLASS

The school asks that parents of children transferring from St. Mark's JNS to another school give one month's notice to the Principal.

This Enrolment Policy will be reviewed annually.

January 2014.

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ST. MARK'S JUNIOR SCHOOL,

SPRINGFIELD,

TALLAGHT,

DUBLIN 24.

SCHOOL'S ENROLMENT AND ADMISSION POLICY.

January 2014

Dear Parents / Guardians,

Thank you for seeking a place in St. Mark's Junior National School.

There are a few issues about which you should be aware.

St. Mark's Junior National School is a multi cultural inclusive school.

St. Mark's Junior National School is a Catholic school and under the Education Act we are entitled to retain a number of places for Catholics.

Your child's date of birth is the number one criteria for eligibility to St. Mark's Junior School.

Depending on pressure of places this may change from year to year. Please check annually.

Your child must be 4 years before the end of April of the year they are to start in J. Infants.

Children from the catchment area of St. Mark's Parish take precedence.

Please read this Enrollment Policy carefully.

Yours faithfully,



**ANN RYAN,
PRINCIPAL.**