

**St. Anne's  
Loreto Primary  
School**

**Enrolment/Admission  
Policy 2009**

## School Enrolment Policy - 2009

This enrolment/admission policy for St. Anne's Primary School has been revised in accordance with the provisions of the *Education Act 1998*, the *Education Welfare Act 2000*, the relevant Health and Safety legislation and Equality legislation, and in keeping with the directives of the Patron. It was formally approved and implemented at a meeting of the Board of Management in December 2003 and revised in March 2005, September 2007 and November 2008.

Equality of access is always the core value that determines all policy regarding the enrolment of children in our school. All children have an equal right to education. In order to fulfil this right, differences will be respected and valued in our school. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social status.

While recognising the rights of parents to enrol their child in the school of their choice (where places are available), the Board of Management of St. Anne's reserves the right, and the duty, to determine the criteria used to accept children into junior infants and into other classes in the school. Such criteria ensure the safety and protect the rights of currently enrolled students of the school. These criteria will be used by the Board in determining which applicants are given priority when applicants outnumber the places available.

### **The Management, Staffing and Organisation of St. Anne's School.**

St. Anne's Primary School is a Catholic co-educational school under the patronage of the Bishop of Meath, Most Rev. Michael Smith. The Board of Management is chaired by Ms Máire O'Donoghue and Mrs. Anne Fitzpatrick is the Principal Teacher.

The school is presently a 21-teacher school. This includes the Principal Teacher, 12 single mainstream class teachers, learning support teachers, resource teachers, an English language support teacher and a full-time teacher to cater for children with speech and language disorders. The ancillary staff comprises a secretary, caretaker, speech and language therapist and a number of special needs assistants. A full range of classes is taught from infants to sixth class.

### **What factors influenced the compilation of this enrolment policy?**

The following is a list of factors that were considered by the Board of Management of St. Anne's Primary School in drawing up a clear enrolment policy:

1. Available space in classrooms and play areas.
2. Availability of Grants and Teacher resources. The School depends on grants and teacher resources provided by the Department of Education and Science, and operates within the regulations enforced from time to time by the same Department.
3. Educational needs of the children.
4. The presence of children with special educational or behavioural needs.
5. Department of Education directives on maximum class averages and on the minimum age for school enrolment. The Board will not consider enrolling a child unless they have reached their 4<sup>th</sup> Birthday by **31<sup>st</sup> March 2009**. (This stipulation may be reviewed in order to keep the class size within the stated guidelines of this policy).
6. Directives from the Patron, Most Rev. Michael Smith, Bishop of Meath. In keeping with the Patron's wishes the school will accept one class of no more than 28 students per class this school year 2009/2010

### **What are the school's enrolment criteria?**

Based on the factors listed above, the Board has stipulated clear criteria for enrolment. These are listed below in order of the priority afforded to each. These criteria will be used to prioritise children, who have reached the stipulated age and followed the required application procedure for enrolment:

1. Brothers/sisters of current pupils and children of staff members.
2. Children who were refused on age grounds in the last academic year who have re-applied and satisfy current enrolment criteria.
7. Children from Navan urban area will be enrolled according to descending order of age. In allocating places priority is given to Roman Catholics.
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4. Children of past pupils.
5. All other applicants.
6. In the event of the number of children in any of the categories 1 – 5 above outnumbering the remaining available places, the age of applicants will be taken into consideration.

## Further Clarifications

The following conditions will also be adhered to by the Board:

- **Children who have already completed junior infants** in another school, will not be considered for enrolment in the 2009 Junior Infants classes in St. Anne's, but may be considered for the senior infant class provided they fulfil all relevant criteria, have followed correct application procedures and provided there is a place available.
- The Board is not obliged to consider applications which **do not adhere to the stipulated procedure**, are late or incomplete, and those which do not include the relevant documentation.
- **Children with special needs** will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. In the event of an application for a child with special needs, the Board will request a copy of the child's medical/psychological report or a professional assessment of the child's needs. The Board will meet to determine how best the needs specified can be met by the school. Where the Board deems that further resources or personnel are required, it will, prior to enrolling the child, request such resources from the Department of Education and Science.
- **Pupils may transfer from other schools**, subject to available places, in accordance with the stipulations of **St. Anne's Enrolment Policy**, Department guidelines and local agreements with other schools. The Department states that a parent may transfer a child from one National school to another at any time of the year, either with the consent of the Minister or when a transfer is made because of the change of the ordinary residence of the child. Application from other schools in the parish or surrounding parishes will only be considered if the Board is convinced that it is in the best interests of the child. A child will only be accepted for enrolment in such circumstances after the school is furnished with all relevant information regarding attendance and progress, under the terms of the Education Welfare Act 2000. The school also requires a letter from the child's present school indicating the principal's awareness of their intention to change school.

## Application Procedure for Enrolment of a Child.

- A) Parents seeking to enrol their children in St. Anne's for September 2009 are requested to complete an enrolment application form sent from the school and return it before the stipulated closing date. The names of all children who have applied will be placed on a class waiting list.
- B) The Board of Management will meet after this date to assess all applications and, in the event of more applications than available places, apply the enrolment criteria.
- C) Parents will be informed in due course of the decision of the Board.
- D) Parents of children who have been accepted for enrolment must inform the school, in writing, within seven days if they wish to accept the place. Failure to do so will result in the re-allocation of the place.
- E) Parents accepting a place at the school must forward a birth/adoption certificate and a baptismal Certificate (in the case of Catholic children) to the School. These documents will be photocopied and the originals returned by return of post. The child will be registered under the name which appears on the birth/adoption certificate.

**Please note that completion of an application form or placing your child's name on a list, however early, does not confer an automatic right to a place in the school.**

## Appeals Procedure

Parents who are unhappy with an enrolment decision, may appeal to the Board of Management. It must be addressed, **in writing**, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. If unhappy with the result of this appeal, one may then appeal to the Department of Education and Science on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school.

**This enrolment policy will be reviewed by the Board as deemed necessary.**