

**Belgrove School
Senior Boys**

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St. JOHN THE BAPTIST SENIOR BOYS' NATIONAL SCHOOL
ROLL NO: 17936F

ENROLMENT POLICY

The Enrolment Policy of **Belgrove Senior Boys School** (hereinafter called "The School") is set out in accordance with the provisions of the Education Act 1998 and the Board of Management trusts that by doing so, parents will be assisted in relation to enrolment matters and that furthermore, the Chairperson of the Board of Management, **Tim O'Mahony**, and the Principal Teacher, **Frankie Byrne**, will be happy to clarify any further matters arising from the policy.

This policy was established after consultation with the Boards of Management of **Belgrove Junior Boys' School, Belgrove Senior Girls' School and Belgrove Junior Girls' School.**

The School is a Catholic Primary school under the patronage of Archbishop Diarmuid Martin. The school promotes the full and harmonious development of all pupils' cognitive, intellectual, physical, cultural, moral and spiritual abilities. The School supports:

- The provision of education for Catholic boys resident in the Clontarf Parishes.
- The provision of education with a Catholic ethos.

The principal role of the School is to provide an education for Catholic boys who are resident in the three Catholic parishes of Clontarf, namely St. John the Baptist, St. Anthony and St. Gabriel. The School is a single gender school and therefore girls cannot be enrolled.

At present there are **17** teachers in the school which includes the Principal and the Learning Support teachers. Classes taught are from **third class to sixth class.**

Currently there are three classes in each year, a total of twelve classes overall. The Board determines the number of pupils in each class, taking account of a variety of factors, including the maximum class size recommended by the Department of Education and Skills from time to time. The Department determines the number of teachers on the basis of pupil enrolment at a specific time during the previous school year.

A school is funded by and depends on grants and teacher resources provided by the Department of Education & Skills, and operates within the regulations laid down, from time to time, by the Department. The School must take due regard to the resources and funding available. The School follows the curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

The Board has formulated this Enrolment Policy in accordance with the provisions of the Education Act 1998. The Patron has given his consent to the Enrolment Policy. If you need clarification on any matter arising from this document, please write to the Chairperson of the Board or to the School Principal.

The School supports the principles of

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

Application Procedure

Application forms may be obtained from the school or downloaded from the school's website. Application forms must be submitted to the school accompanied by a Baptismal Certificate by 31st May each year.

The Board of Management will make a decision in respect of an application within 21 days of receipt of such application. The Board's decision will be given in writing to the parents/guardians.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management is also responsible 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 interests of the children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- (a) Available space in classrooms.
- (b) Educational needs of children of a particular age.
- (c) Multi-grade classes.
- (d) Presence of children with special educational/behavioural needs.
- (e) Department of Education and Skills maximum class average directives (currently a maximum of 28 children).

Criteria for Enrolment.

- (1) Boys from Belgrove Junior Boys' School.
- (2) Brothers of boys already enrolled in the school.
- (3) Catholic boys from the parishes of St. Anthony, St. Gabriel and St. John.
- (4) Brothers of children enrolled in Belgrove Junior Boys' School, Belgrove Senior Girls' School or Belgrove Junior Girls' School.
- (5) Boys from outside the above three parishes who do not have a Catholic school within their own parish boundary.
- (6) Other boys living within the parish boundary.
- (7) Other boys living outside the parish boundary.
- (8) Boys of teachers on the staff of the school.

In the event of any of the above categories being over-subscribed, priority will be given to Catholic children and then strictly on date of birth (older children getting priority). The need for exceptions to this policy may arise, due to unforeseen circumstances. The Board of Management will determine these on a case by case basis.

Enrolment of Boys with Special Needs

The School welcomes boys with special needs. The same criteria for Enrolment as set out above apply to boys with special needs. We ask Parents to disclose on their application form any medical or other condition (including any special needs) which their son has which might be relevant in his life in the School and to provide all relevant documentation to the School, e.g. any previous school and professional reports, such as from a psychologist, speech therapist, family doctor or medical specialist. These will assist the School in ascertaining the support services that the boy needs.

The Principal or the Deputy Principal or both may meet with the Parents of the boy to discuss his needs and the School's ability to meet these needs. If necessary, the Principal may request a full case conference involving relevant parties, such as the Parents, the Principal, the Chairperson of the Board, the class teacher, any remedial teacher, resource teacher for special needs and psychologist/medical expert as appropriate.

Refusal to enrol on grounds of 'Exceptional Circumstances'

The Board of Management can refuse enrolment in exceptional circumstances, e.g.

- (a) The boy has special needs such that additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the boys with an appropriate education.
- (b) In the Board's opinion the boy poses an unacceptable risk to other pupils, school staff and/or school property.

Right of Appeal

If you are not satisfied with the Enrolment decision, you may appeal to the Board. This appeal must be addressed in writing to the Chairperson of the Board stating the grounds of the appeal. You must ensure that your appeal is received by the Chairperson within ten days of you receiving the notification from the Principal or from the School that your application has been unsuccessful. If you are unhappy with the outcome of this process, you have a right of appeal to the Secretary General of the Department of Education and Skills under section 29 of the Education Act, 1998 on the official Department form, which is available from the Department or from the School. In making a section 29 appeal, you must comply with the time and other requirement which the Department stipulates from time to time.

Pupil Transfer

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

Children of other Faiths/No Faith

While Catholic education and the ethos of the school permeates the school day, it is open to parents of children of other faiths or none, to specifically request in writing, that their child will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Code of Behaviour

Boys enrolled in the School must comply with the School's policy on behaviour and discipline ("Code of Behaviour"). The Board places the responsibility on parents and guardians to ensure that their sons co-operate with this policy. The policy is set out in a separate booklet which is issued to parents and guardians with the offer of a place in the School. The Board may require parents to sign the Code of Behaviour. Breaches of the Code of Behaviour may lead to suspension or expulsion. The Board will follow the processes set out in the Code of Behaviour.

Review

The Board will review the policy at least every two years.

Ratification

The enrolment policy was adopted by the Board on _____ 2011 to take effect immediately.

Communication/Circulation of Policy

Revised copies/updates will be made available online and/or issued in hard copy on request to parents/guardians. New applicants to the school will be given a hard copy of the enrolment policy.