

Enrolment Policy

St. Mary's BNS

Haddington Road

Dublin 4

General Information

Patron:

St. Mary's BNS, Haddington Road, Ballsbridge, Dublin 4 is an all-boys primary school under the patronage of the Archbishop of Dublin. As a Roman Catholic School, the school aims to promote the full and harmonious development of all aspects of our pupils; intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people.

Mission Statement:

- We believe in the Gospel values of respect, fairness, equality and we regard good manners as the touchstone of these values.
- We promote an atmosphere where the boys enjoy coming to school, are happy working here and feel they belong to a caring community.
- We foster a love of education in a disciplined and safe atmosphere where the boys are enthusiastic and active in their approach to learning for life,
- We are a school community where parents, teachers and the parish seek to work in partnership, for the welfare of the boys.
- We expect our school community to have a respect for the environment as we strive to maintain our 'Green School' ethos.
- We respect diversity in our school and foster a sense of care, involvement, respect and responsibility to one another and the wider community.

The Board of Management (BOM) of St. Mary's BNS has developed this Enrolment/Admission Policy in accordance with the provisions of the Education Act, 1998. In doing so, the BOM trusts that parents will be assisted in relation to enrolment matters at St. Mary's BNS.

The Chairperson of the BOM, Fr. Patrick Claffey and the Principal Teacher, Mrs. Maeve Brew, (Telephone: 6603742), will be happy to clarify any further matters arising from the Policy.

Teaching Staff

There are 11 full time teachers in St. Mary's BNS including the Principal, Mrs. Maeve Brew, 2 Resource teachers/ Learning Support teachers, 1 HSCL (Home/School/Community Liaison) teacher and 7 Mainstream Class teachers, employed in the school. The school caters for the range of classes from 1st to 6th class. Most of our pupils come from St. Brigid's Primary School also on Haddington Road, where both boys and girls complete the Junior/Senior Infant programme.

Boys enrolled in St. Mary's BNS are required to co-operate with and support the school's Positive Behaviour Policy/Anti Bullying Policy as well as all other policies. Parents/Guardians are responsible for ensuring that their sons co-operate with these policies in an age-appropriate way. A copy of the Positive Behaviour Policy will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school code of behaviour and policy. Main school policies are available on request from the Principal, Mrs. Maeve Brew or on the school website www.stmarysbns.ie .

St. Mary's BNS operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Science. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St. Mary's BNS follows the curricular programmes laid down by the Department of Education and Skills.

Application Procedure

Applications for a place for a boy starting in the school will be accepted during the years preceding the boy's expected entry to the school, by contacting the Principal, Mrs. Maeve Brew at 01 6603742 or mbrew@stmarysbns.ie to request the necessary forms.

An Open Day is held at the end of January each year. The BOM will communicate this to parents each year through the parish bulletin, school correspondence, on our school website www.stmarysbns.ie etc.

Invitations to the Open Day are extended to the parents of Junior/Senior Infants in St. Brigid's Primary School. Parents of boys in Senior Infants in St. Brigid's Primary School will also be invited to make an application for a place in St. Mary's for 1st class for the

following September. The Application/Medical forms from St. Brigid's must be returned by 2nd Friday in March each year.

Information on this form includes:

- Pupil's name, age and address
- Names and addresses of pupil's parents/guardians
- Contact telephone numbers.
- Contact telephone numbers in the case of emergency
- E mail Address
- Details of any medical conditions which the school should be aware of, including any special needs the boy may have. Copies of any professional reports may be requested relating to educational needs.
- Religion
- Previous schools attended, and reasons for transfer, if applicable. School reports will usually be requested also.
- Any other relevant information (including any other such information as may be prescribed under the Education Welfare Act, 2000).
- A copy of Birth cert is requested with application.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school. Once accepted, places will be confirmed in writing.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of St. Mary's BNS is also responsible for respecting 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 the children.

To assist the school in such circumstances of over crowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size of and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.

Decision making

Decisions in relation to application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their son and as a general principle, children will be enrolled on application provided that there is space available.

In the event that applications for enrolment exceed the number of places available, boys' names will be kept on a waiting list and they will be informed if a vacancy arises. The BOM is bound by the Department of Education and Skills's Rules for National Schools. All applications are accepted in order to ascertain how demand can be best met. Places will be allocated according to the following criteria:

- Siblings of pupils currently in St. Mary's BNS.
- Boys from St. Brigid's Primary School
- Catholic boys from the parish of St. Mary's, Haddington Road, Dublin 4
- Children of staff members of St. Mary's BNS.
- Catholic children from outside the parish of St. Mary's, Haddington Road and who do not have a Catholic school in their parish
- All children who live in the parish of St. Mary's, Haddington Road, but are not Catholic applying for a placement, are entitled to a place if there are vacancies after boys in previous categories have been allocated places.
- All children who apply to the school and are not Catholic and not resident within the parish (St. Mary's, Haddington Road) boundaries, are entitled to a place if there are vacancies in the school after the above categories have been allocated places.
- Having applied the above criteria, children will be accepted into other classes throughout the school if there is space in the particular class for which they are applying.

Boys starting in St. Mary's BNS in First Class are invited, with their parents, to come to the school for an introductory afternoon in June preceding their entry. Other boys, once accepted into St. Mary's BNS, will start on a date agreed between parents/guardians and Principal.

Children with Special Needs

Children with special needs enrolling in St. Mary's BNS will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management

The Board of Management may request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The Principal and/or Chairperson will meet with the parents of the special needs child to discuss the school's suitability for the child. If necessary a full case conference may be called including parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Department of Education and Skills to meet the needs specified in the psychological and a medical report.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

Appeals Procedure

Parents, who are dissatisfied 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. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enroll.

Ratified by Board of Management on _____

Date

Signed _____

Chairperson, Board of Management

Updated May 2014