

St. Peter's Primary School



Admissions & Participation Policy

September 2018

St. Peter's Primary School is a Catholic co-ed school under the patronage of Archbishop Diarmuid Martin. We are privileged to have a school staff (teachers, special needs assistants and other ancillary staff) who display a deep commitment to both the children under our care and the school community. Classes range from infants to sixth and special-class pupils (MGLD) are integrated into the mainstream class of the appropriate age group for a portion of every day.

Chairperson: Mr. Raymond Hughes

Principal: Mr. Scott Vance

Deputy Principal: Ms. Emer Whyte

1. 1 x Junior Infant Class
2. 1 x Senior Infant Class
3. 1 x First Class
4. 1 x Second Class
5. 1 x Third Class
6. 1 x Fourth Class
7. 1 x Fifth Class
8. 1 x Sixth Class
9. 6 x SEN
10. 1 x Mild General Learning Disability Class
11. 1 x Project Worker
12. 1 x Full-time Home School Liaison Teacher
13. 4 x Special Needs Assistants
14. 1 x Secretary
15. 1 x Caretaker
16. 2 x Cleaning Staff
17. 1 x Part-time School Completion Officer
18. 1 x Administrative Principal

School Enrolment Policy

Introduction

The Board of Management of St. Peter's Primary School hereby sets out its Admission & Participation Policy in accordance with the provisions of the Education Act 1998, Education (Welfare) Act 2000 and the Education (Amendment) Act 2012. The Board trusts that by so doing, parents will be assisted in relation to enrolment matters. All pupils are welcome to enrol regardless of race, religion, gender, family status, disability or cultural background, under the criteria of section (g). The Chairperson of the Board of Management, Mr. Raymond Hughes and the Principal, Scott Vance will be happy to clarify any matters arising from this policy.

a) Curriculum Subjects:

English, Irish, Maths, History, Geography, Science, Music, Art, Drama, SPHE, PE, Religion

Extra-Curricular Subjects:

Multi-Sports Club, Gaelic Club, Lego Club, Singing Club, Choir, Art & Crafts Clubs, Dance Clubs, Infant clubs, Homework Club

b) Inclusiveness:

The school enrolment policy supports inclusiveness with reference to the enrolment of children with special needs whether physical, physiological, emotional, behavioural, emotional, social, medical or other, provided that the supports/resources requested by the Board of Management are put in place by the Department of Education and Science, prior to the enrolment of the child.

c) Equality:

All children will have equality of access and will be encouraged to participate as fully as possible in school instruction, supports and activities where resources allow.

d) Parental Choice:

Prior to enrolment, parents will be made aware of the Catholic ethos of the school. The parents will also be made aware that in order to promote respect for pluralism in our community, the school respects the diversity of values, beliefs, traditions, languages and ways of life in our society provided it does not infringe on the rights of others.

e) Admission Day and Date

The admission day and date will take place on Thursday, October 11th and Friday October 12th between the hours of 9:00am - 2:00pm. This will be advertised on our blog, twitter and website. Posters advertising the enrolment date will also be given to playschools and crèches in our catchment area. Application forms are available to download from our website.

f) Provision of Key Information by parents:

Application forms, a birth certificate, PPS numbers, proof of address and reports/assessments in the case of children presenting with special educational needs.

g) Criteria to be applied by the BOM:

When the number of applications exceeds or is expected to exceed the number of places available, the following criteria will be used to prioritise children for enrolment:

1	Children aged 4 on or before the 30 th of April in the year of entry, who currently have a sibling attending St. Peter's Primary School.
2	Children aged 4 on or before the 30 th of April in the year of entry from the parish of St. Peter's (catchment area).
3	Children aged 4 on or before the 30 th of April in the year of entry living outside of the catchment area.
4	All other children aged 4 years of age.

Late applicants will only be considered once all other applications, which were made on time, have been dealt with. Letters of offer will be sent to all parents who have completed the initial application form during the last week of October. All of the information listed in (f) above will be required in order to pursue the application. Parents will be asked to confirm in writing their acceptance or refusal of the offer.

h) Enrolment of children with special needs:

Whether physical, psychological, educational, behavioural, emotional, social medical or other, the Board of Management welcomes applications from children with special needs (defined above) provided that the DES provide such resources as visiting teacher service, resource teacher, special needs assistant, specialized equipment, furniture, transport, any additional supports / services and any building or structural renovations deemed necessary. In very exceptional cases, the Board of Management may deem it necessary to defer enrolment of a particular child pending the receipt of psychological / educational report and provision of resources by the DES to meet any

physical, psychological, educational, behavioural, emotional, social or medical needs. The Board of Management may find it necessary to accept a pupil on a shortened day basis in certain circumstances.

i) MGLD Class:

To be considered for enrolment in the MGLD class, a child must fulfil all of the following criteria:

- (a) The child's overall level of intellectual functioning, as measured in the psychologist's report, must lie within the Mild General Learning Disability range.
- (b) There must be a recommendation in the report that a special class placement in a mainstream school is appropriate for the child.
- (c) The SENO (Special Educational Needs Officer) must approve all Special Class placements.
- (d) As the child will be integrated in their mainstream class during the day, there must be space available in both the special class and corresponding mainstream class, before any places can be offered.
- (e) Pending space available, places will be offered firstly to students with MGLD who are already in St. Peter's. Any remaining places will be offered to applicants from other schools.
- (f) Unsuccessful applicants will be made aware of any places that may subsequently arise during the academic year and may reapply the following year. This will be treated as a new application and will be again judged on the above criteria.

j) Pupils transferring from other schools:

The Board of Management welcomes pupils transferring from other schools to St. Peter's subject to satisfying school enrolment criteria, space available and the approval of the BOM and the DES. In order to minimise disruption to all students and pending space available, it is preferable that new pupils transfer at the start of the academic year unless a student has recently moved to the area or requires a place in the MGLD class, pending space available. Pupils transferring will be expected to furnish the following information: birth certificates, information concerning school attendance and educational progress (including any psychological, clinical reports or other reports when necessary). Baptismal certificates (if the child wishes to make their Communion / Confirmation) and PPS numbers will also be requested.

k) Code of Behaviour:

The school code of behaviour will be appended to the admission and participation policy for parental information. The full version of the Code of Behaviour will be given to parents of new children admitted to the school.

Copies of the code of behaviour are available to all parents, at any stage upon request. Children enrolled in our school are required to cooperate with and support the school's Code of Behaviour, as well as all of the other policies on curriculum, organisation and management. The BOM places Parents/Guardians responsible for ensuring that their children cooperate with said policies. Parents/guardians must sign and accept the school Code of Behaviour as a mandatory condition of enrolment in the school.

l) Funding:

Funding is subject to capitation and grants that are provided by the Department of Education and administered by the Board of Management.

m) Legislation:

The Enrolment Policy of this school is drafted in accordance with objectives of;

- (a) The Education Act 1998
- (b) Equal Status Act 2000
- (c) Education Welfare Act 2000
- (d) Education for persons with Special Educational Needs Act 2004
- (e) Health & Safety Act 2005
- (f) Education (Amendment) Act 2012

n) Health & Safety:

Applications for places in the school must be considered in light of the school Health & Safety Policy. This policy is drafted in accordance with the Health & Safety Act 2005. Applicants can be refused in cases where the Gardaí or Child & Family Agency write to a school stating that admission of the applicant would be detrimental to the health and safety of other students. Applicants who are known to have a record of serious assault towards other pupils / staff in a previous school may be prohibited from enrolment under the Health & Safety Policy of St. Peter's Primary School. Also, applicants who are known to have a record of having caused serious damage to property in another school may also have their applications refused.

o) Appeals:

If in the event of a child being refused registration to the school, the parents/guardians are entitled to appeal the refusal to the Board of Management of the school. If parents/guardians are dissatisfied with the Board of Management decision, they are entitled to invoke an appeal to the NCSE and the Child & Family Agency. Parents, who are refused admission for a pupil, can request designation from the Child & Family Agency. Board of Management have the right to appeal such designations.

p) Data Protection:

The information collected on the enrolment form will be held by St. Peter's Primary School in manual and in electronic format. We will use this data for enrolment purposes only.

To help us more efficiently organise our enrolment process, the data will be entered onto our cloud based information storage system, Databiz. If the enrolment application for a child is successful, we will retain any personal information as per our record retention schedule.

If the enrolment application for a child is unsuccessful or the parents choose not to accept the offer of a place, we will retain the personal details for the remainder of that school year and shred them afterwards.

The information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003.

The purpose of holding this information is for administration needs and to facilitate the school in meeting the student's educational needs and legal commitments etc.

Disclosure of any of this information to statutory bodies such as the Department of Education and Science or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians or students aged 18 or over if the school wishes to disclose this information to a third party for any other reason.

Signed: _____ Date: _____

Mr Raymond Hughes

(Chairperson of the Board of Management)

Date to be reviewed: September 2019