

ST. JOHN THE BAPTIST JUNIOR BOYS' NATIONAL SCHOOL

ROLL NO. 19006Q

ENROLMENT POLICY

1. Introduction:

- 1.1 St. John the Baptist Junior Boys' National School (the "**School**") is a Roman Catholic boys' primary school under the patronage of the Roman Catholic Archbishop of Dublin (the Patron). As such, the School promotes the full and harmonious development of all pupils' cognitive, intellectual, physical, cultural, moral and spiritual abilities. The School endeavours to assist each boy in developing a living relationship with God and other persons. The School supports:
 - The provision of education for Roman Catholic boys resident in the parishes of St. Anthony, St. Gabriel and St. John the Baptist (The Clontarf Parishes)
 - The provision of education with a Roman Catholic ethos;
 - The promotion of inclusiveness, particularly with reference to the enrolment of boys with a disability or other special need;
 - Equality of access to, and participation in, the School;
 - Parental/guardian choice in relation to enrolment; and
 - Respect for diversity of values, beliefs, traditions, languages and ways of life in Society in general.
- 1.2 The principal role of the School is to provide an education for Roman Catholic boys who are resident in the three Roman Catholic parishes of Clontarf, namely St. Anthony, St. Gabriel and St. John the Baptist (the "**Clontarf Parishes**" and each a "Clontarf Parish"). The School is a single gender school and therefore girls cannot be enrolled. The catchment area served by the School consists of the Clontarf Parishes, whose boundaries are different to the area which is commonly known as Clontarf. The Board of Management (**the "Board"**) urges Parents to check the Roman Catholic parish in which they live to be sure as to whether they live in one of the Clontarf Parishes, bearing in mind that boundaries in some cases are along the middle of roads with houses on one side in a Clontarf Parish and houses on the other side outside the Clontarf Parishes as defined in this clause.
- 1.3 In this Code the use of the term "Roman Catholic" means a boy who is baptised in the Roman Catholic faith or who is otherwise a member of the Roman Catholic Church or who is a member of a Church which is recognised by the Roman Catholic Church as being in full communion with it. In the event of any dispute, the Roman Catholic Archbishop of Dublin shall be the person who decides whether a boy is a member of a Church which is in full communion with the Church of Rome or otherwise "Roman Catholic" as defined in this clause.
- 1.4 The School has classes for boys in Junior Infants, Senior Infants, First Class and Second Class (each a "**Year**"). 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 ("**Department**") 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.

- . 1.5 The School operates under the Rules for National Schools as applied by the Department. In the main, the School is funded by grants from the Department. Members of staff are paid from money provided by the Department. 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 other relevant legislation. The School follows the curricular programmes prescribed by the Department. In its activities, including Enrolment, the School must take available resources into account.
- . 1.6 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.
- . 1.7 The School is one of four national primary schools on Seafield Road West which are generally known as “Belgrove”. When we refer to a Belgrove School in this Enrolment Policy, we are referring to one or more of these schools.
- . 1.8 When we refer to “Parent” or “Parents” or “you” or “your” we are referring to legal guardians as well, where applicable.

2. Criteria for Enrolment:

- 2.1 The Board has adopted, and the Patron has approved, the categories set out in this Section. The Board will use these categories in determining how places are to be allocated when applications exceed availability. If there are more qualifying applicants in a category than available places, then the Board shall make offers on the basis of the age of the applicant, with the oldest applicant getting the first offer , second oldest getting the second offer and so on. Applicants in Category 1 get first priority, those in Category 2 get second priority and so on. If an applicant qualifies in more than one category, then the higher category shall be used – for example a Roman Catholic boy not living in a Clontarf parish whose mother is a teacher in Belgrove Senior Boys School is in Category 1.

The categories are:

Category 1

A Roman Catholic Boy resident in any of The Clontarf Parishes;

or

a brother of a boy who is a pupil in the School;

or

a brother of a boy who is a pupil in St. John the Baptist Senior Boys’ School, Clontarf and that boy was previously a pupil in the School;

or

a brother of a boy who is a pupil in St. John the Baptist Senior Boys’ School, Clontarf and that boy was not previously a pupil in the School;

or

a brother of a girl who is a pupil in either of Belgrove Senior Girls' School or Belgrove Junior Girls' School;

or

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a son of a teacher in the School;

or

A son of a teacher in St. John the Baptist Senior Boys' School, Clontarf; Belgrove Senior Girls' School or Belgrove Junior Girls' School.

Category 2 A boy who is resident in one of the Clontarf Parishes.

Category 3 A Roman Catholic boy who is resident outside the Clontarf Parishes.

Category 4 A boy who is resident outside the Clontarf Parishes.

2.2.1 The Board will apply the circumstances (as verified by the application form, the documentation accompanying the application form and any investigations of the Board) at the appropriate time as specified in section 2.2.2 and section 2.2.4 below.

2.2.2 As explained in section 3.3 and sections 3.12 – 3.13, the Junior Infants September Enrolment Process (this term is defined in section 3.3) will last until midnight on the 31 October after the September in which the accepted applicants generally start their Junior Infants year. Given that the application period will have closed on the previous 31 January, relevant facts such as the place of residence and the identity of the school being attended by a sibling could change in the nine months between 31 January and 31 October. **In considering which category an applicant qualifies for during that nine month period, the Board shall apply the circumstances as at 31 January. Therefore, for example, in relation to residency for the Junior Infants September Enrolment Process, one's residency at 31 January (the "Application Date") is what counts and moving into or out of a Clontarf Parish after 31 January will not change the category of the applicant.** Likewise the Other Years September Enrolment Process (this term is defined in section 3.3) will last until the 31 October after the September in which the accepted applicants generally start the Year for which they applied and the Board shall apply the circumstances of each applicant as at 31 March throughout the Other Years September Enrolment Process.

2.2.3 In this Code, the use of the terms "resident" and "residence" means actually resident on the Application Date, having established through the production of verifiable documentation a pattern of residency at the address identified or a clear intention for habitual residency to be established and continue thereat. It is presumed in all cases that a child will be resident where his Parents are resident and accordingly it is proof of residence of such Parents that will be examined. By making the application, the applicant and his Parents accept and acknowledge that the onus is on them to show qualification as a resident and rebut any evidence to the contrary.

2.2.4 Any subsequent change in circumstances will not affect the category for which the applicant qualifies. Therefore, for example, if one is in the Junior Infants September Enrolment process, moving into one of the Clontarf Parishes after 31 January will not bring an applicant into

Category 1 and a brother (who was previously a pupil in our School) graduating from Sixth Class of St John the Baptist Senior Boys' National School in June will not take an applicant out of Category 1.

- 2.2.5 In considering which category an applicant qualifies for in any situation other than the Junior Infants September Enrolment Process and the Other Years September Enrolment Process, the Board shall apply those circumstances existing on the day of the meeting of the Board which first considers the allocation of the vacancy after the vacancy arises.
- 2.3 If an applicant is unsuccessful (which in the case for example of an applicant for the Junior Infants September Enrolment Process can only arise on the expiration of the Junior Infants September Enrolment Process), then the circumstances which exist at the time of the subsequent application process shall be applied in allocating the applicant to a category.
- 2.4 The Board reserves the right to refuse to enrol a pupil where the Board is satisfied that the pupil's Enrolment could pose an unacceptable risk to the safety, welfare or education of any other pupil or to any member of staff of the School or to School property.

Enrolment of Children with Special Needs:

- 2.5 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.
- 2.6 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.

Other Factors

- 2.7 The School does not take into account other factors, such as whether any relative (other than as specified above) attended any of the Belgrove Schools (including the School), the financial means of the family of the boy, the social circumstances of the family, friendships, business relationships or any other matter. Save in relation to appeals (see paragraph 4.1 below) all matters relating to Enrolment should be addressed and forwarded only to the Principal as secretary of the Board. The Board asks that if you wish to contact the Principal on matters relating to Enrolment then you do so only by appointment made with the School or in writing. There should be no communication relating to Enrolment with any other member of the Board.

Changes in Circumstances

- 2.8 We ask you to bring to the attention of the Principal any material change in the needs of your son which may be relevant to his life in the School. The suitability of the School for a boy with special needs will be monitored and reviewed periodically. If your circumstances change so that the Enrolment category of your son also changes, that will not affect his eligibility to continue in the School once you have validly accepted an offer of a place.

3. Procedures for Enrolment:

Class size

- 3.1 The Board will determine the maximum number of boys in each classroom.

Application Forms

- 3.2 Application forms may be obtained from the School Secretary's office at any time during the school year. The Principal may suspend the availability of the form for operational reasons (including but not limited to during any revision of the form). The Board may make the application form available on the School website.

A copy of the School's Enrolment Policy is available to download from the School website and may also be obtained from the School Secretary's office. All Parents submitting an application are acknowledging they have read or had the opportunity to read the Enrolment Policy, and understand the same.

Enrolment for which Year?

- 3.3 The precise details of how Enrolment is dealt with depend on whether you are applying for your son to the enrolled in (a) Junior Infants for the subsequent September (the "**Junior Infants September Enrolment Process**"); or (b) any other Year for the subsequent September (the "**Other Years September Enrolment Process**"); or (c) any Class other than pursuant to one of the two enrolment processes described at (a) and (b).

Requirements for Applications

- 3.4 The application form must be completed and a copy of a State birth certificate (with a certified translation if the language of the certificate is not Irish or English) must be included with the completed application form. A boy must be at least 4 years of age when the Junior Infant school year starts to be eligible for enrolment in Junior Infants and a year older for each subsequent Year (e.g. 5 to be eligible for enrolment in Senior Infants).
- 3.5 If you wish your son to be considered as being a Roman Catholic, then you must include as a minimum requirement a copy of his Roman Catholic baptismal certificate (with a translation certified by a competent translator if the language of the certificate is not Irish or English) with the completed application form.
- 3.6 If you wish your son to be considered as being a resident in one of the Clontarf Parishes, you must submit with the completed application form two proofs of residential address which would be acceptable to a financial institution in opening a bank account in Ireland. Such proofs may include original utility bill (such as landline telephone bill, electricity bill, water or gas bill) not more than 3 months old with name and address, original correspondence from the Revenue Commissioners not more than 3 months old with name and address, original or solicitor certified copy of a property document in the name of the Parents as tenants or occupational owners.
- 3.7 If you wish your son to be considered as being a brother of a pupil in one of the Belgrove schools (including the School), you must include details of his sibling's name, the name of the Belgrove School and the name of the sibling's teacher, as well as details of when any brother was a pupil in

our School (if applicable).

- 3.8 If you wish your son to be considered as a son of a teacher, you must include details of the name of the teacher, and the school.
- 3.9 If you omit any information from the application form or any documentation which should accompany the application form, then that is your responsibility. The Board is entitled to consider the application on the basis of the information provided and is under no duty to seek clarification or further or better documentation.
- 3.10 By making the application, you give permission to (without obliging) the Board to verify the information provided from examination of public records and local enquiry or otherwise, and to seek clarifications and further and better documentation. Where the Board has a query in respect of your application, where there is inconsistency between documents you submit, or where the Board has any other queries, the Board may seek further clarification from you.
- 3.11 Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a boy shall not be entitled to a place in the School, and the Board may cancel an offer already accepted, even if he would qualify on the basis of the criteria for Enrolment.

Junior Infants September Enrolment Process

- 3.12.1 The completed application form (with any relevant accompanying documentation) may only be submitted to the School in the period starting on November 1 (or the next day on which the School is open) and ending at 5pm on the January 31 before the September when the successful applicants are to start in Junior Infants in the School. Any forms received either before or after that period may be rejected. The Board is under no obligation to tell you that your form is out of time, that your form is incomplete or that your documentation is inadequate. If your application is late, incomplete or your documentation is inadequate by 5pm on January 31, then your application will not be considered until the Junior Infants September Enrolment Process has finished (i.e. not until the earlier of (a) the day after all applicants who had compliant documentation have been offered a place or (b) November 1 after the successful applicants have started in the School).
- 3.12.2 The Board endeavours to make the first round of offers during February, on or before February 21. As well as deciding on those to whom offers are to be made, the Board shall also compile a list of those who have as yet been unsuccessful. Subsequent offers of places will take place as vacancies arise, for example through offers being rejected or offers not being properly accepted. Offers shall be made on the basis of applicants' places on that list. The Junior Infants September Enrolment Process will be completed on the earlier of (a) the day after the day when the last boy on the unsuccessful applicant list is offered a place, or (b) the November 1 after the successful applicants started in Junior Infants in the School.

Other Years September Enrolment Process

- 3.13.1 The completed application form (with any relevant accompanying documentation) may only be submitted to the School in the period starting on January 2 or the first day in the new year on which the School is open, whichever is the later, and ending at 5pm on the March 31 before the September when the successful applicants are to start in the Year in the School. Any forms

received either before or after that period may be rejected. The Board is under no obligation to tell you that your form is out of time, that your form is incomplete or that your documentation is inadequate. If your application is late, incomplete or your documentation is inadequate by 5pm on March 31, then your application will not be considered until the Other Years September Enrolment Process for the Year for which you are applying has finished (i.e. not until the earlier of (a) the day after all applicants for that Year who had compliant documentation have been offered a place or (b) 1 November after the successful applicants have started in the School).

- 3.13.2 The Board endeavours to make the first round of offers during April, on or before April 21. As well as deciding on those to whom offers are to be made, the Board shall also compile a list of those who have as yet been unsuccessful. Subsequent offers of places will take place as vacancies arise, for example through offers being rejected or offers not being properly accepted. Offers shall be made on the basis of applicants' places on that list. The Other Years September Enrolment Process for each Year (other than Junior Infants) will be completed on the earlier of (a) the day after all applicants for that year with compliant documentation had been offered a place, or (b) the November 1 after the successful applicants started in the Year in the School.

All Other Applications

- 3.14 All applications will be dealt with on the "**Other Applications**" basis set out below in 3.15 and 3.17 except where the application is dealt with under with either 3.12 or 3.13 before a place becomes available.
- 3.15 These applications will be considered when a vacancy arises, based on the Enrolment criteria set out above, provided that no other enrolment process is in train for the Year for which you are applying. The earliest one may apply for any Year is through the Junior Infants September Enrolment Process or the Other Years September Enrolment Process as the case may be. The Board may, but is not obliged to, keep a waiting list. If the Board keeps a waiting list, applicants must supply such further or updated material as the Board may require within the time specified by the Board to enable the Board to fill any vacancy.
- 3.16 Parents, please note that if your son is on such a waiting list (other than the waiting list produced during the Junior Infants September Enrolment Process or during the Other Years September Enrolment Process) then his place on this waiting list will be adversely affected by a subsequent application on behalf of a boy who is in a higher category than your son or by an older boy in the same category as your son. For example, assume you live outside the Clontarf Parishes and your son is in Category 3. There is no vacancy in the Year for which he is applying but he is the only applicant. At that time, he is first in line for any place which becomes available. However, if another boy applies before a place becomes available and that other boy is resident in one of the Clontarf Parishes (Category 2), then that other boy is first in line and your son would then be second in line.
- 3.17 A boy may transfer from another school at any time, subject to there being a vacancy and subject to the boy applying receiving an offer pursuant to the Enrolment requirements set out above, and subject to the requirements/approval of the Department.

Accepting an Offer

- 3.18 If you receive an offer and you do not accept the offer in the manner and within the time specified in the offer, then the offer to you shall terminate and the Board may offer the place to another boy. If this occurs you will be taken to have withdrawn your application. You will have to apply afresh if you still wish your son to be enrolled.

- 3.19 An incomplete acceptance (save where agreed in advance with the Principal) shall not be considered as valid acceptance.

Educational Requirements

- 3.19 If the educational requirements for a pupil result in his spending a prolonged period in another school for specialist teaching then the Board may offer a place to the pupil on the basis that he may avail of it as and when his educational requirements permit.

4. Miscellaneous

Appeals

- 4.1 If you are not satisfied with an 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 requirements which the Department stipulates from time to time.

Code of Behaviour

- 4.2 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 to ensure that their sons co-operate with this policy. The policy is set out in a separate booklet which is issued to Parents 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.

Other Faith or no Faith

- 4.3 While the School is Roman Catholic and promotes a Roman Catholic ethos, there is no requirement for a boy to be Roman Catholic to be a pupil in the School. If you inform the Principal that your son is not Roman Catholic, then the Principal will discuss appropriate arrangements (e.g. being excused from the preparation for specific Roman Catholic liturgies) with you.

5. Ratification

- . 5.1 The enrolment policy was adopted by the Board on 14 October 2014 and approved by the Patron on 16 October 2014 to take effect immediately for all enrolment processes other than the Junior Infants September Enrolment Process, to which it shall apply starting in on the expiration of the then current Junior Infants September Enrolment Process in 2014.
- . 5.2 The Board will review the policy from time to time and at least every two years.

Signed:



Chair, Board of Management