

# St Kilian's Junior School

Castleview, Kingswood, Dublin 24  
Tel: (01) 452 1009 Fax: (01) 451 9473  
Email: [postkjns@eircom.net](mailto:postkjns@eircom.net)  
Website: [www.stkiliansjns.ie](http://www.stkiliansjns.ie)



Roll Number: 19556F

Principal: **Kate Sweeney M.Ed.**

Deputy Principal: **Noreen Coll B.Ed.**

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## **BOARD OF MANAGEMENT**

### **ENROLMENT POLICY**

#### 1. *General Information:*

The Board of Management of St. Kilian's Junior School is setting out this enrolment policy in accordance with the provisions of the Education Act, 1998.

#### 2. *School Details:*

St. Kilian's Junior School  
Castleview, Dublin 24  
Tel:(01) 4521009, Fax:(01) 4519473  
Email: [postkjns@eircom.net](mailto:postkjns@eircom.net)

This is a Catholic school under the patronage of the Archbishop of Dublin.

Chairperson: Ms. Elaine Lowry

Principal: Ms. Kate Sweeney

The total number of teachers (2017/18) is fifteen. This includes the Principal, ten mainstream teachers, four support teachers and five support hours provided by St. Kilian's SNS.

St. Kilian's Junior School is a junior co-educational school (junior infants - second class).

The school depends on grants and teacher resources provided by the Dept. of Education and Skills and it operates with the regulations laid down by the Department. School policy takes into account the resources and funding available. Our school follows the curricular programmes prescribed by the Dept. of Education and Skills which may be amended in accordance with Sections 9 and 30 of the Education Act (1998).

Our school opens to receive pupils at 8.50a.m. School closes at 1.30p.m. for Infant classes and 2.30p.m. for First and Second classes.

No responsibility is accepted by the school for children outside these times.

#### 3. *School Ethos*

St. Kilian's Junior School is under Catholic patronage and therefore the Catholic ethos pervades the school day. In addition religious education is taught for thirty minutes daily. At present the Grow in Love programme is taught. There is no provision for the school to withdraw children from different religious backgrounds during this period. The child may remain in the classroom during the religious education period and participate or be assigned different work to do. If parents wish to withdraw their child from the lesson, the child will be taken off school premises and the care of the child is the responsibility of the parent/s.

4. *Application Procedures:*

Applications for Junior Infant children beginning school in August/September in any given year are taken annually, over two days, generally during the first school term of the previous school year although this may be subject to change at the Board's discretion. Parents/ Guardians are invited to complete a written application form and developmental checklist and present at the school during the selected registration dates.

The Board communicates the specific dates/times for applications to the school community through

- notices to all existing pupils
- parish bulletin
- verbal announcement at mass
- school website [www.stkiliansjns.ie](http://www.stkiliansjns.ie)

Information required on application may include:

- Pupil's name, address and date of birth
- Copy of pupil's baptismal certificate & birth certificate(long version)
- Child's PPS number
- Email address for school communication
- Names/addresses of pupil's parents/guardians
- Work addresses of parents/guardians(if applicable)
- Contact tel. nos. & emergency tel. nos.
- Name and location of family doctors
- Details of any medical conditions which the school should be aware of
- Additional information which the school should be aware of
- Names of siblings in our school or St. Kilian's Senior School
- Previous school/playschool if applicable
- Reason for transfer if applicable
- Details relevant to Primary Online Database (POD) - See [www.education.ie](http://www.education.ie) for further details
- Developmental Checklist
- Copies of two utility bills dated within six months as proof of address

It is a requirement to provide the following before registration can proceed.

- Letter of acceptance of offer
- Child's birth certificate
- Proof of address as listed above if residing within the parish boundary
- Signed declaration in relation to the child's special educational needs on the original application form
- All details required by the Primary Online Database; including family details, including mother's maiden name, PPSN, child's nationality, home language, child's religion and child's ethnic or cultural background. Parental consent is sought before the child's religion and ethnic/cultural background is shared with the Department of Education & Skills.

The deadline for receipt of applications is one week following the official dates given for registration. Following this, any further applications may be placed on a waiting list if demand for places cannot be met.

Late applications will be offered places only if places are available, in date order, earliest applications first, once all applications during the official dates have been catered for.

5. *Decision-Making:*

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

As a general principle, and in so far as is practicable in regard to this policy, children who will reach the age of 4 by June 1st in the year of school commencement will be offered a place during the first round of offers, providing space is available. The age cut-off may be open to review annually.

Should further places be available following acceptance of first round offers, children who will reach the age of 4 between June 2nd and the first day of school in

the year of enrolment, and applied to register during the official registration times may be offered a place, in order of age, eldest first.

Following the application of the age criterion, in the event that applications exceed or are expected to exceed the number of places available, the Board outlines below the additional criteria it has adopted for deciding how places will be allocated.

In providing places in our school, the Board is bound by:

- Dept. of Education & Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 upwards, although compulsory attendance does not apply until the age of 6 years.
- Dept. of Education & Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation such as physical space or the health and welfare of children.
- The current cap on class size is 30 pupils. This may be subject to review by the Board of Management

6. *Criteria for Decision-Making - Prioritized:*

- a) Catholic children from the parish of Kilnamanagh- Castleview within the traditional boundaries of the former Castleview parish, and siblings of children in this school and siblings of past pupils of this school and children of school staff.
- b) Catholic children from within the boundaries of the new parish of Kilnamanagh-Castleview.
- c) All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (a) to (c) have been allocated places.
- d) All other children who apply to the school are entitled to a place in the school if there are vacancies in the school after the groups from (a) to (d) have been allocated places.

In each of the above categories, should demand for places exceed supply, the eldest children will be offered places first. In classes other than junior infants, places will be allocated according to the date of application, earliest first, should places be available.

7. *Admission Day/Date:*

The Board may specify that junior infants can only be admitted to school on the first day of school in (August / September) of any given year or may indicate that pupils may be enrolled at any time.

8. *Enrolment of Children with Special Needs:*

The Board may request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately. The purpose of these reports is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will prior to enrolment, request the Dept. of Education & Science, to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

The school should meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting these needs. If necessary, a full case conference involving all parties should be held, which may include parents/guardians, Principal, class teacher, learning support teacher, resource teacher, psychologist or other personnel as appropriate.

The Board reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either;

- the pupil has special needs such that, even with additional resources available from the Department of Education & Science, the school cannot meet such needs and/ or provide the pupil with an appropriate education.
- In the opinion of the Board of Management, the pupil poses an unacceptable risk, to other pupils, to school staff or to school property.

9. *Appeals Procedure*

In line with Section 28 of the Education Act 1998, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing to the Chairperson of the Board, stating the grounds for 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 & Skills under Section 29 of the Education Act on the official form provided on [www.education.ie](http://www.education.ie). This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

10. *Pupils Transferring:*

Transfer of pupils from one school to another is referred to in Section 20 of the Education Welfare Act, and the school will abide by those regulations.

11. *Code of Behaviour:*

The Board of Management is compliant with Section 23 of the Education Welfare Act, Subsections 1-5.

In order to protect the rights of children, teachers and others who work in schools, the school has a code of behaviour, drawn up by staff in consultation with parents which is ratified by the Board of Management.

Parents/guardians are provided with a Parents' Handbook which outlines our code of behaviour upon applying to enrol. It is a condition of registration to accept in writing the specified code. Parents/guardians are obliged to make all reasonable efforts to ensure their child complies with this code. The focus of the code is positive. Parents/ Guardians are required to notify the school of all the child's absences in writing as specified by Tusla.

While every effort will be made to resolve behavioural issues the Board reserves the right to suspend or expel a child as follows;

A pupil who is involved in any of the following behaviours may be suspended ;

- the serious physical and/or psychological abuse of a pupil or staff member
- violent or aggressive behaviour
- unacceptable verbal disruption or verbal abuse
- serious damage to or abuse and/or theft of property on the school premises
- the consumption, possession or sale of any illegal substance

(The above list is not exhaustive)

The Board of Management authorises the Principal and/or Chairperson to exclude a pupil up to a maximum of three school days in response to a serious breach of discipline or continuously disruptive behaviour.

If a suspension of longer than three days is required, the matter is referred to the Board of Management for consideration.

Where the Board is unable to convene within this timeframe, an initial suspension of up to five days is authorised.

The Board may place a suspension of up to ten days.

Parents will be informed of the decision to suspend a pupil both by phone and in writing and will be given an opportunity to respond.

All suspensions will be reported to the Education Welfare Officer.

It is a condition of the pupil's return to school that the parent/s undertake to address the issue/s which led to the suspension.

The Board of Management has the authority to expel a pupil where;

- the pupil's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- the pupil's continued presence in school constitutes a real and significant threat to safety
- the pupil is responsible for serious damage to property

(The above list is not exhaustive)

All proposals to expel will be reported to the Education Welfare Officer and will be dealt with in accordance with the guidelines issues by the National Educational Welfare Board, and the requirements of the Patron.

A full copy of the Code of Behaviour is in the Parents' Handbook or available from the school secretary.

12. *Review:* This policy is open to review as required.

Signed:

Ms. Elaine Lowry, Chairperson - Board of Management

Policy updated : 31<sup>st</sup> January 2018



