

Enrolment Policy

St Vincent’s GNS



October 1, 2018

**St Vincent’s GNS,**

**North William St**

**Dublin 1**

**Enrolment Policy**

**General**

 Founded in 1897, St Vincent’s Girls’ National School is a Roman Catholic Primary School under the patronage of the Catholic Archbishop of Dublin and the Trusteeship of the Daughters of Charity of St Vincent de Paul. The school is one which serves the people in the parish of St Agatha, Nth William Street. St Vincent’s has a commitment to diversity and inclusivity, while at the same time, protecting the integrity and Catholic ethos of the school.

**Enrolment Policy**

This Enrolment Policy has been formulated in accordance with the provisions of the Education Act 1998, in order to assist Parents in relation to enrolment matters. The School Principal, Ms Margaret O’Connor will be happy to clarify any further matters arising from the policy.

**St Vincent’s G.N.S.**

As a Roman Catholic School, St Vincent’s aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral, and spiritual wellbeing and including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

 Under the leadership of the Principal, Ms Margaret O’Connor and the Board of Management the school is inclusive, catering for the full range of classes from Junior Infants to Sixth class and a Special Class for pupils diagnosed with Autism. We cater for children of all abilities. Special Needs Assistants are assigned to the school by the Department of Education and Skills to enable the inclusion of certain children with special educational needs. St Vincent’s strives to build an education system which is based on respect for persons, on the recognition of their potential and on the acceptance of human limitations. It endeavours to foster a holistic development of each person, ensuring that the educational approach meets individual requirements.

In conformity with its Mission Statement and Ethos Statement (Appendix), the school recognises and fosters the needs and talents of each pupil and wishes to promote a curriculum for all pupils. In as far as resources are available the school strives to empower and enable each pupil to reach her full potential. The work of St Vincent’s is accomplished in active partnership with parents, teachers, ancillary staff, the multidisciplinary team, the Department of Education and Skills and Community Care.

**Religious Education**

St Vincent’s School provides Religious Education for the pupils in accordance with the doctrines, practices, and traditions of the Roman Catholic Church and promotes formation in the Catholic faith. The Religious Education programme in use in the school is the Grow in Love/*Alive-O* programme.

**Application Procedure**

Parents who wish to enrol their child in Junior Infants or subsequent years in the school must:

* Complete a pre-enrolment form. Forms are available from the school.
* Written application is required to be received by March preceding the September starting date for Junior Infants.
* Parents must provide an original Birth/Adoption Certificate
* Parents will receive a letter in May inviting them to a meeting with Ms Margaret O’Connor, the School Principal acting on behalf of the Board of Management

**Enrolment Criteria**

* As a general principle and in so far as practicable having regard to the school’s admission/ enrolment policy, children who apply will be enrolled in accordance with the criteria below, provided there is space available. The school will endeavour to ensure that a policy of respect for each child is operated, particularly in the enrolment of children with disabilities or special educational needs.
* The Board of Management will have regard to relevant Department of Education and Skills Guidelines in relation to class size and staffing provisions and/ or any other relevant requirements concerning accommodation, including physical space and the health and welfare of the children.
* The Board of Management is bound by the Department of Education and Skills, Rules for National Schools and the Education (Welfare) Act 2000. Pupils may only be enrolled from the age of 4 years by September 30th on the year of entry and upwards, though compulsory attendance shall not apply until the age of 6 years.
* In the event that applications for enrolment exceed available places, applicant children will be enrolled strictly in accordance with the following criteria and in the following order:
1. Children living within the parish boundary and sisters of pupils in the school (including step siblings, resident at the same address)
2. Children living outside the parish boundary who do not have a school
3. Children of current staff, including ancillary
4. In the event that priority requires to be given to children within any one of the above categories, older children will be given priority

**Enrolment of Junior Infants**

Admission/ Enrolment of Junior Infants normally takes place on September 1st in any year. If a child’s not 4 years of age by September 1st, she cannot be admitted/ enrolled until her fourth birthday as long as this occurs on or before 30th September of the year of entry

**Deferral/Postponement of Admission/Enrolment**

As a general principle, enrolment of children with a disability or special educational need cannot normally be deferred or postponed until additional resources have been approved or allocated by the Department of Education and Skills or local SENO.

**Exceptional Circumstances**

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

1. The school cannot meet the needs and/or provide the pupil with appropriate education or
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

**Referring Agencies**

St Vincent’s School accepts referrals from:

1. The Department of Education and Science, and it’s Psychological Services
2. Child and Adolescent mental health services
3. Community care
4. Other Special Schools
5. Mainstream Schools
6. Other Assessment Agencies
7. Education Welfare Services

The Board of Management requests Referring Agencies to inform the School if application has been made for placement in another school.

In order to proceed with the initial interview, the referring agency must furnish the following documentation to the Multi-Disciplinary Team and to the School Principal, Ms Margaret O’Connor

* Recent Psychological Assessment
* Social History
* Medical Report
* Psychiatric Assessment (where appropriate)
* Speech and Language Therapy Report
* Previous School Report
* Any other relevant information

**Interviews**

All pupils, parents/guardians must be interviewed. The Multi- Disciplinary Team will advise on new referrals to the school where questions arise regarding suitability.

It is from the analysis of data supplied by the Referring Agency, the Department and Education and Skills, the School Principal, Ms Margaret O’Connor and by the Multi- Disciplinary Team that a recommendation is made as regards the appropriate placement of a referral.

Successful applicants will be offered a place in St Vincent’s School on a trial basis which is usually, but not necessarily, of one year’s duration. In the case of early discharge from St Vincent’s School, a Case Conference will make recommendations to the School Principal with regard to future appropriate placement.

The Minister for Education and Skills must be satisfied that the pupil is properly placed. This responsibility is discharged by the School’s inspector.

Appeals against the Board of Management’s decision may be made to

1. The Minister for Education and Skills
2. The Patron of the School
3. Both of these

**Parents**

Parents, in conjunction with the Referring Agency and the Multi- Disciplinary Team should take into account their child’s abilities and aptitudes. They should consider the range of placement options available before deciding on the school placement which would be most appropriate and beneficial to their child. To assist them in their decision a copy of the School’s information booklet will be furnished to the prospective parents.

When considering St Vincent’s School as an option, parents must:

* Be willing to allow their child to be interviewed by the Multi-Disciplinary Team
* Visit the School prior to their child’s admission
* Show a willingness to accept a special school placement
* Realise that the placement of a pupil will be reviewed on an ongoing basis
* Give permission, where appropriate, to the School Authority to visit the school presently attended by the child
* Allow and accept appropriate placement by the School Principal, Ms Margaret O’Connor within the class setting.

**Re-enrolment**

“A child removed from the rolls in accordance with the terms of Rule 64 of ‘The Rules for National Schools’, shall at any time after she was so removed and at the request of her parents or guardian, be re-enrolled in the school, not withstanding any alteration to the enrolment policy in the school which may have been formulated during the period when the child was not on the rolls, and subject only to there being a place available in the school.” (Circular 4/97).

**Policy Revisions**

It is recognised that this Enrolment policy may need to be modified from time to time in the light of ongoing evaluation, new approaches and the implications of relevant future legislation.

**Dated: October 2018 :**

 **Signed Chairperson of the Board of Management**