

Enrolment / Admissions Policy

Our Lady Queen of Apostles
Dunawley,
Clonburris,
Clondalkin
Dublin 22.
Telephone No. 4573636.

Denominational Character: Roman Catholic.

Patron: Archbishop of Dublin.

Number of Teachers: 34.

- (a) 21 Mainstream Class Teachers.
- (b) 1 Special Class Teacher.
- (c) 9 Special Education Teachers
- (d) 1 Language Support Teacher.
- (e) 1 Home School Community Liaison Teacher.
- (f) 1 Administrative Principal.

The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998)

Our Lady Queen of the Apostles is in the Catholic parish of Clonburris. As a Roman Catholic school, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

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

enrolment of the child. (cf Enrolment of Children with Special Needs)

2. All children will have equality of access and be encouraged to participate as fully as possible in school instruction, supports and activities where resources allow.
3. Prior to the 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.
4. In December parents of children in the school will receive a letter inviting them to apply for places for the incoming Junior Infant Classes. The notice will also be posted in the parish newsletter in December.

5. Applications will be acknowledged when application forms are completed.
6. When the number of applications exceeds or is expected to exceed the number of places available, the following categories of application will be given preference:
 - (a) Only children who are four before the 30th June will be considered for Junior Infants.
 - (b) Brothers and sisters of children in the school.
 - (c) Children of staff members.
 - (d) Children of the parish.
 - (e) All children who apply to the school who are not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups (a) to (d) have been allocated places.

(f) If there aren't sufficient vacancies these places will be allocated according to date of application. Further, the time of day the enrolment form was received will be used as the deciding factor if there are a number of people applying on the same day.

7. In February the parents of eligible children will be contacted with offers of places. An answer will be expected by a given date. Those who fail to reply will be contacted by phone.

8. In the event of someone wishing to appeal the decision of the BOM, the board recognises their right to do so under section 29 of the Education Act.

9. Admission day will normally be the opening school day after the summer holidays. Late admissions during the school year will be considered under the

criteria set out in the Enrolment Policy and where places are available.

10. The Board of Management welcomes pupils transferring from other schools to the school at any time subject to satisfying school enrolment criteria, space available and the approval of the BOM and the DES. Pupils transferring will be expected to furnish information concerning school attendance and educational progress to include psychological/clinical reports or other reports when necessary. The Board will notify parents of their decision within 21 days of receiving such information.

11. The school Code of Behaviour will be appended to the enrolment policy for parental information. Children enrolled in our school are required to co-operate with and support the

school/Board of Management's Code of Behaviour as well as all other policies on curriculum, organization and management. The BOM places the responsibility on Parents/Guardians for ensuring that their child co-operates with said policies.

12. Special Needs

The school caters for children with special educational needs (physical, emotional, educational, behavioural, social, communication or medical).

Children with special needs are integrated into mainstream classes and may be withdrawn for additional support according to their needs.

Application Requirements for the enrolment of children with special needs:

The Board of Management welcomes applications from children with special needs, subject to the general enrolment policy.

- The Board will request a recent copy of the child's medical and/or psychological report. Where such a report is not available, the Board of Management will request that the child be assessed immediately. The purpose of the assessment report 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 funding and support services required.
- Equipment or furniture, transport services or other.
- The school will meet the parent of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. The parents will be asked to sign a consent form, which will allow the school to liaise, if necessary, with the relevant outside agencies. If necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher,

resource teacher for special needs or psychologist as appropriate.

- The Board of Management reserves the right to refuse enrolment in exceptional circumstances if:
 - (a) The pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and /or provide the pupil with an appropriate education or
 - (b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.
- It may be necessary for Boards of Management to decide to defer enrolment of a particular child, pending:

On receipt of the report, the Board will assess how the school could meet the special needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the

Department of Education and Science, to provide the resources required to meet the needs of the child as outlined in the psychological/medical report. The resources may include for example:

1. The receipt of an assessment report; and/or
2. The provision of appropriate resources by the Department of Education and science to meet the needs specified in the psychological and/or medical report.
3. Educational progress report to include special needs reports when necessary.
13. Funding is subject to teacher resources, capitation and grants that are provided by the Department of Education and Science and administered by the BOM. It operates within the regulations laid down, from time to time, by the

Department. School policy has regard to the resources and funding available.

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

(a) The Education Act 1998.

(b) The Equal Status Act 2000.

(c) The Education Welfare Act 2000.

(d) Education for Persons with Special Educational Needs Act 2004

(e) Health and Safety Act 2005

This policy is reviewed annually by the school's Board of Management.

This policy was ratified on: _____

Signature of Chairperson: _____