



Under the Patronage of the Church of Ireland

**St Laurence's National School
Martin's Row
Chapelizod
Dublin 20
Tel: 01-6267774
Email: stlaurencesns@gmail.com
Website: stlaurencesns.schoolsites.ie
Uimhir Rolla: 10653E**

St Laurence's National School, Chapelizod

Enrolment Policy and Procedures

Adopted by the Board of Management, 1st June 2017

We thank you for taking an interest in our school and hope that this policy booklet will be of assistance to you. Our enrolment policy may change from year to year as circumstances dictate. Please note that the current policy on the date of issue of the application form is the policy for that year's intake only. Please do not hesitate to contact the school should you have any queries regarding the contents of this document.

Table of Contents

General Information	2
St Laurence's NS.....	2
Ethos	2
Religious Education.....	2
Staffing.....	3
Range of Classes Taught.....	3
Resourcing.....	3
Curricular Programmes	4
Parent Teacher Association	4
Principles of Enrolment.....	4
Application Procedure	5
Application for Junior Infants.....	5
Application Procedure for Children with Special Needs.....	6
Application Procedure for Pupils in Classes other than Junior Infants.....	8
Enrolment Policy	9
Assignment of Places	9
Appeals Procedure	10
Additional Information	11
Pupil Attendance.....	11
Code of Behaviour.....	11
Maintenance and Upkeep of the School	11
Contact Information.....	11
Communication.....	11

General Information

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998) and Education (Welfare) Act 2000. The Board of Management (BOM) trusts that this policy will assist parents in relation to enrolment matters. Our chairperson or principal teacher will be happy to clarify any queries arising from this policy.

School name:	St Laurence's National School
	Martin's Row
	Chapelizod
	Dublin 20
Telephone:	01-6267774
Email:	stlaurencesns@gmail.com
Principal Teacher:	Ms Vanessa Carty
Chairperson:	Rev Ruth Noble

St Laurence's NS

St Laurence's NS, Chapelizod is a co-educational national school in the State education system under the patronage of the Church of Ireland Archbishop of Dublin. Prior to the admission of their children, parents will be required to accept and uphold the Christian ethos and characteristic spirit of the school, which is in line with the teaching and practices of the Church of Ireland and the traditions of the school.

Ethos

Our ethos is determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions of the Church of Ireland which inform and are characteristic of the objectives and conduct of the school.

Religious Education

As our school is a Christian one, the characteristic spirit of the school is informed by the teaching of the Church of Ireland. Therefore, throughout the school and permeating our curriculum, we strive to 'live' this characteristic spirit. A Christian ethos not only informs our lessons in religious education (RE) but also every other area of the curriculum and our life together as a school community of children, parents/guardians and staff.

Our teachers follow the religious education programme of the Church of Ireland, as well as other teaching materials deemed appropriate by our teaching team in consultation with the Board of Management. As our programme in religious education is an inclusive one, the board expects that all pupils participate in RE classes which are timetable for delivery at different times during the day, and are integrated with other areas of the primary school curriculum. The school does not provide

instruction in RE to meet the requirements of any religious denomination. Pupils may not be withdrawn during the school day for religious instruction, including preparation for Communion/Confirmation. This is to ensure that obligations regarding curricular delivery and minimum pupil contact time, as set out in legislation, are met by the school. Children are invited to participate in school services in St Laurence's Church, Chapelizod on several occasions through the school year.

Staffing

We are privileged to have a school staff (teachers, special needs assistants and other ancillary staff) who display a deep commitment to the children under our care and the school community as a whole. This is achieved through:

- Participation in professional development and school self-evaluation.
- Provision of a caring and affirming learning environment.
- Professional collaboration among staff.
- Involvement in Department of Educational and Skills (DES) sponsored projects on leadership development in schools, and programmes for the induction of newly qualified teachers into primary teaching.
- Active collaboration with teacher training colleges by facilitating student teachers engaging in teacher practice/school experience in our school. This is delivered under the guidance of our teaching staff and lecturers from individual teacher training colleges. This also enables further exposure to new ideas, which we, as a staff, reflect on, evaluate and, if appropriate, adopt to the benefit of our children.

At present we have:

- A principal teacher and one classroom teacher
- One special education teacher
- One special needs assistant
- One part-time secretary

This may be subject to change in any given year.

Range of Classes Taught

The full range of classes (Junior Infants to 6th Class) are taught in a co-educational, multi-grade class setting. We have two classrooms normally consisting of:

- The junior room (Junior Infants to 2nd Class)
- The senior room (3rd Class to 6th Class)

Resourcing

The school depends on and operates in accordance with the resources and regulations of the Department of Education and Skills (DES). Our funding is significantly enhanced through contributions from school parents, and fundraising by our active and supportive Parent Teacher Association (PTA), pupils, staff and BOM.

Curricular Programmes

The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act (1998). The learning principles embodied in this curriculum are enthusiastically embraced by this school through instilling self-confidence and a love for independent learning and critical thinking in our children. Over the years we have also built up a rich reservoir of teaching and learning materials, which are constantly updated and enhanced with the support of our BOM and our PTA.

Parent Teacher Association

Our PTA organises social and fundraising activities in support of the school. The PTA also provides practical assistance to the school in relation to a number of events, eg providing refreshments after church services and induction days for new parents.

Principles of Enrolment

Within the concept and parameters of DES regulations and programmes, the rights of the patron, as set out in the Education Act (1998) and the funding and resources available, the school supports the principles of:

- Inclusiveness of all children
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Application Procedure

Having regard to the Educational Act (1998) and the Education Welfare Act (2000), the following procedures apply.

Application for Junior Infants

- Parents/guardians wishing their child's name to be placed on a list for prospective entry to the school must complete a Notification of Intention to Apply form. These are available from the school office or by telephone request on 01-6267774. You can also request a form by emailing the school at stlaurencesns@gmail.com.
- Pupils must have reached the age of four years by 1st September of their proposed year of entry. This date may be subject to change by the BOM from time to time. Pupils should not be sent to school if they are not 'ready'.
- Forms must be fully completed, signed and dated.
- Notice of Intention to Apply forms must reach the school by the third Friday in October in the year prior to the child's proposed enrolment in the school (eg Notification of Intention to Apply for Enrolment forms for entry to Junior Infants 2015 must be received by the third Friday in October 2014).

THE COMPLETION OF AN INTENTION TO APPLY TO FOR ENROLMENT FORM IS NOT A GUARANTEE OF AN OFFER OF A PLACE IN THE SCHOOL.

- In the November prior to the child's proposed date of entry to the school, an Application Form is sent by post to those who have completed a Notification of Intention to Apply for Enrolment form. A copy of the current Enrolment Policy is provided to parents/guardians at this time. Application forms must be fully completed and endorsed by the appropriate minister of religion (where applicable – see page 9 of this document), and returned to the school by the closing date as stipulated on the accompanying letter. The closing date is usually between 10 and 14 days after the application forms are sent out. **A copy of the child's birth certificate and baptismal certificate (if applicable) and any relevant reports must also be included with the Application Form.**
- The Application Form is only relevant for the year as indicated thereon. If an initial application is unsuccessful or parents wish to defer to a later year, the application procedure will need to be repeated.
- Places in each year are allocated according to our written guidelines for that year. We regret that we are unable to give special consideration to applicants who have applied in previous years as we must strictly adhere to the intake guidelines.
- It is the parents'/guardians' responsibility to notify the school, in writing, regarding any changes of address to ensure that forms are sent out correctly.
- It is essential that parents disclose any special education needs which their child may have or concerns they or their doctors may have about a child. This is to enable the school to make a case to the DES for extra teaching support or resources where appropriate.

- The DES expects schools to fill all available spaces. However, the issue of whether a school is full does not turn on a simple calculation of the number of standard classrooms multiplied by 28. The set-up of the school, eg where multi-grade classes exist, size of the play area, the number of pupils with special needs, and SNAs in a particular classroom, space taken up with equipment for pupils with disability etc, all have relevance.
- The BOM reserves the right to seek further clarification from applicants before making any decision on allocation of places.
- Letters of regret are sent to those whom we cannot accommodate, this happens within 21 days from the closing date for receipt of applications. Parents are then required to inform the school, in writing, should they wish their child's name to be included in our pool of applicants. In the event of further places becoming available, only the names of those in this pool will be considered for enrolment.
- Should extra places become available through withdrawal, places are allocated to the waiting pool according to the admissions policy of the school.
- While the BOM makes every effort to accommodate as many children as possible, it is our responsibility to ensure that the best possible learning environment exists for the pupils enrolled in our school.
- Only those forms that have been fully completed and accompanied by relevant supporting documentation will be considered by the BOM. Parents/guardians who are seeking, but are experiencing difficulty in sourcing professional reports for their child/children, if necessary, should make immediate personal contact with the school.
- Failure to supply the school with the fullest and frankest information on the child's needs invalidates the application and any subsequent offer of a place in the school.

PLEASE NOTE THAT COMPLETION OF AN APPLICATION FORM DOES NOT CONSTITUTE AN OFFER OR GUARANTEE A PLACE IN ST LAURENCE'S NS

Application Procedure for Children with Special Needs

(TO BE READ IN CONJUNCTION WITH 'APPLICATION PROCEDURES FOR JUNIOR INFANTS' ABOVE)

Over the years, a frank and honest sharing of information, pooling of ideas and perspectives between home and school has been hugely beneficial, particularly to the child with special educational needs. As an inclusive and welcoming school:

- St Laurence's NS will enrol pupils with special needs. In order to enhance the learning and educational opportunities for each child, it is crucial that parent(s)/guardian(s) make the school aware of any concerns which they have in relation to their child's development and also their care and/or learning needs. With parental permission, a member of staff may visit the pupil in his/her pre-school setting after the pupil has received an offer of a place.
- During an induction meeting with individual parents whose children are being offered places in the school, the principal teacher will discuss these matters in a supportive way and will

advise on the provision of appropriate supports. This is to enable the child to access the primary school curriculum in a meaningful way.

- On the application form, parents must provide the school with the fullest information available to them, eg medical and psychological reports, case history etc. If these are not available, the BOM will require that this information be provided to the school prior to admission. This should reach the school by the end of February of the proposed year of entry at the latest.
- Such information is essential to enable the principal and the special needs co-ordinator to source the resources from the DES which will be required to meet the child's educational, care and training needs, thereby meeting the legal requirement on the school to provide an appropriate education for the child. Further meeting may also involve the Special Education Needs Organiser (SENO) for the area. The latter is a valuable source of information for parents on the placement and provision of educational supports and adjustments to school accommodation for children with 'low incidence'* special educational needs.

(*THE TERM 'LOW INCIDENCE' REFERS TO CHILDREN WHO HAVE BEEN DIAGNOSED AS HAVING DOWN'S SYNDROME, AUTISM, OR HAVE CERTAIN PHYSICAL AND LEARNING NEEDS.)

- Close liaison with parents/guardians is an essential component of a child's success at school and is in line with the school's policy and practice of early intervention. The aim of this is to support each child's learning and to ensure that he/she receives the best possible education given the resources available to the school.
- This school fully supports inclusiveness of children with special educational needs unless the nature or degree of the child's need is such that to do so would be inconsistent with:
 - The best interests of the child as determined in accordance with any assessment carried out under the Education for Persons with Special Educational Needs Act 2004;
 - The effective provision of education for children with whom the child is to be educated (Educational for Persons with Special Educational Needs Act 2004).
- The BOM, therefore, reserves the right to refuse enrolment in exceptional circumstances as stated above such as:
 - A risk to other pupils, school staff and/or school property
 - The effective and orderly education of the individual class concerned.
- As a school, we firmly believe that, with the provision by the DES of appropriate accommodation, teaching resources and supports, this school can make a difference to each child in a positive way.
- Failure to supply the school with the fullest and frankest information on the child's needs invalidates the application and any subsequent offer of a place in the school.

Application Procedure for Pupils in Classes other than Junior Infants

(TO BE READ IN CONJUNCTION WITH 'APPLICATION PROCEDURES FOR JUNIOR INFANTS' ABOVE)

Parents wishing to enrol their children in classes from Senior Infants to 6th Class, follow the procedure set out below:

- If the child is to attend school immediately: Fill in an **Application for Enrolment** form. The school will reply to the application within 21 days of receiving same.
- If the child is to attend school at a later date: Fill in **Notice of Intention to Apply for Enrolment** form. Applications will be considered in the weeks before the proposed start date.
- Provide the most recent written report from the child's previous school.
- Supply reasons for transfer, in writing.
- Furnish information in regard to the child's educational needs or special educational needs, if any. Failure to do this, knowingly, will invalidate the application and any subsequent offer of a place in the school.

Having reviewed the projected number of pupils and particular needs within a class or classroom, the BOM will consider offering places as space permits. This is in accordance with our policy for the relevant year.

It must be noted that the principal of St Laurence's NS will make contact with the principal of the child's previous school, with regard to the attendance record of the pupil concerned (Education Welfare Act 2000), their behaviour, educational attainment and special needs/requirements where applicable. Applications will not be considered without this contact having been made. The consent of the applicant's parents/guardians to this exchange of information is a necessary element of the application process, as it ensures that we as a school are best able to support incoming pupils without delay as soon as they begin their time with us. This may involve, for example, applying to the DES for additional resource allocations.

Failure to supply the school with the fullest and frankest information on the child's needs invalidates the application and any subsequent offer of a place in the school.

Enrolment Policy

Assignment of Places

In the allocation of places for Junior Infants (and other classes, where appropriate), if the number of applicants exceeds the number of places available, the BOM will adhere to the following priorities:

1. Children of active members of the Church of Ireland community in the parish of Chapelizod.
2. Children of active members of other Church of Ireland, Methodist or Presbyterian churches living within the parish of Chapelizod.

The term 'active member' refers to families who attend a particular church on a regular basis (at least once per month) and are involved in the faith life of the church in question.

Please note: members of the following churches are members of the Church of Ireland when in Ireland: Protestant, Reformed, Porvoo (The Evangelical Lutheran Churches of Norway, Sweden, Iceland, Finland, Lithuania, Estonia and Denmark), old Catholic, Mar Thoma, Eastern Orthodox or Oriental Orthodox churches.

Families falling under this category must contact their own church leader, who should then contact the Church of Ireland Rector of Crumlin and Chapelizod, Rev Ruth Noble. In the event there is not a church leader in the congregation, forms must be signed by Rev Noble, by appointment on 01-4059708). Forms must be endorsed by the Church of Ireland Rector of Chapelizod for this category to apply.

3. Children of nominal parishoners (ie those who are members, but not active members of the parish). These families must reside within the parish of Chapelizod. Again, endorsement as in category 1 will be required.
4. Children of active members of the Church of Ireland Community outside the boundaries of the parish of Chapelizod.
5. Children who are members of churches which are involved in the Irish Inter-Church Meeting, ie Roman Catholic Church and other Christian traditions. Families within this category must reside within the parish of Chapelizod.
6. Children from families who are non-denominational or non-Christian and who are willing to support the school's ethos. Families within this category must reside within the parish of Chapelizod.
7. Children from families who reside outside the parish of Chapelizod. Places will be allocated in accordance with priorities set out at points 2, 3, 5 and 6 above.

In cases where the number of valid applications within any one category exceeds the number of places available, a process of selection by age will be implemented (preference will be given to the oldest child on the list).

In the allocation of places, the school's BOM reserves the right to limit the numbers of pupils in any one class bearing in mind accommodation and teaching resources available to us.

Appeals Procedure

A subsequent review of a decision by the BOM may be requested by parents, generally on the grounds only of additional information not previously submitted at the time of application. Under the Education Act (1998) and the Education Welfare Act (2000), parents have the right to appeal decisions of the Board of Management, and later to the DES (Section 29 Appeal) in relation to:

Enrolment of pupils to the school

Suspension/expulsion of the pupils from the school after the decision has been reviewed in accordance with the procedures of the BOM.

For further information in regard to the above, please refer to www.education.ie.

Additional Information

Pupil Attendance

Under the Education Welfare Act 2000, it is the responsibility of parents to ensure that their child attends school and also to provide written explanations to the class teacher for each absence. The principal teacher is obliged under said Act to inform the Education Welfare Officer of any pupil absences which exceed 20 days in any one school year, or when the child is not attending school regularly. The school has no discretion in this matter. The BOM and school staff make every effort to encourage children to attend school by providing a stimulating, nurturing and caring environment. Prizes are awarded to pupils who achieve full attendance in any one year.

It is essential that pupils arrive at school on time each day. Lateness disrupts the pupil's individual learning and that of every other child in the class.

Code of Behaviour

The school has implemented Code of Behaviour and Anti-Bullying policies. Parents/guardians will be asked to read these carefully and to sign a notice of intention that both they and their child will comply with same if offered a place in the school. These policies will be sent to parents/guardians in advance of child commencing school.

Maintenance and Upkeep of the School

As the funds required to run the school efficiently are not met in full by the DES grants, the school thus depends to a large extent on the financial support of parents/guardians to ensure a safe, clean and stimulating learning environment for our pupils.

Currently, the school requests each family to contribute as follows:

Voluntary contribution:	€125 per child per school year
Photocopying and art material charge:	€25 per child per school year

It is essential that all parents who can pay do so as their contribution benefits the learning of their own children, and that of each and every child in the school. Families who, from time to time, experience difficulty in meeting their contribution are urged to speak to the principal, chairperson or treasurer of the BOM. Families can be assured of confidentiality and will be treated with respect and consideration. Contact details available from school office.

Contact Information

It is the responsibility of those who complete intention to apply for enrolment forms and/or application forms to ensure change of address, phone number, email address or any other information is communicated in writing to the school and that said information has reached us. This can also be communicated via email at: stlaurencesns@gmail.com.

Communication

The policy will be communicated to the school community via the school's website. Parents applying for places in the school are either provided with a hard copy of this policy, or are afforded the option of viewing it on the school's website. An update version of the enrolment policy is provided with each application form posted to prospective applicants for ensuing year in November of each year as part of the application process.