



*Our Lady's Grove Primary School  
Goatstown Road  
Dublin 14  
D14 Y993*

*Tel: (01) 298 8694*

## **Our Lady's Grove Primary School**

### **Enrolment Policy 2018-19**

#### **Introductory Statement**

This policy was written by the Board of Management of Our Lady's Grove Primary School in consultation with teachers and parents. This policy is set out in accordance with the provision in the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Bill 2005. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances. The enrolment policy of Our Lady's Grove Primary School is, subject to the requirements imposed by law, the responsibility of the Board of Management under the general supervision of the Congregation of Jesus and Mary (The Trustees).

#### **Mission Statement**

Our Lady's Grove Primary School is a Roman Catholic, co-educational community in keeping with the educational philosophy of St. Claudine Thévenet. We strive to create a loving, caring and nurturing environment conducive to the attainment of the true educational, spiritual and moral potential of each individual, thereby enabling our children to participate as responsible individuals within their immediate communities at present and ultimately within society as a whole.

#### **School Ethos**

Our Lady's Grove Primary School is a Roman Catholic primary school under the patronage of the Archbishop of Dublin and under the trusteeship of the Sisters of Jesus and Mary, in keeping with the educational philosophy of St. Claudine Thévenet. We are committed to an education that fosters personal growth, self-worth and openness to the spiritual dimension of life for all its children. The Board of Management reserves its right to promote and uphold a Catholic ethos under Section 7(3) of the Equal Status Act, while also recognising, respecting and welcoming the diversity of values, beliefs, traditions and ways of life in our society. The development of the curriculum for Religious Education remains the responsibility of the church authorities.

## **Aims of Enrolment Policy**

To provide information and clarification for parents who apply to have their children enrolled in Our Lady's Grove Primary School from Junior Infants to Sixth Class. Our Lady's Grove Primary School Enrolment Policy will be reviewed annually.

## **Exceptional Circumstances**

In very exceptional circumstances, The Board of Management reserves the right to make a decision in respect of an application for admission to Our Lady's Grove Primary School. This will be done in consultation with the Principal.

The Board of Management reserves the right to refuse admission in the event that:

- Parents refuse to allow a child to remain in the classroom during a particular class lesson - as distinct from being taught the particular lesson. This requirement is for safety reasons and to ensure that there is adequate supervision of pupils at all times
- In the event that your child is offered a place and it is found that the information given is incorrect
- For some exceptional reason the Board of Management believes that a child should not be enrolled

Should any special family circumstances be attached to an application these will be considered by the Board of Management. The final decision in relation to enrolment rests with the Board of Management.

## **Appeals Process**

Parents/Guardians, under the Education Act 1998 (section 29), have the right to appeal decisions by the Board of Management in relation to enrolment or exclusion, to the Secretary General of the Department of Education & Skills on the official form provided by the Department.

<http://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>

Our Lady's Grove Enrolment Policy is available on our website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie) as a hard copy from the office and by post if requested.

## **Enrolment Criteria**

In recent years, applications have exceeded the number of places available. In the event of over subscription the following criteria will be used to prioritise the **Pre-Enrolment Form Junior Infants (2018/19)**. Within each of these categories, applicants will be prioritised by age with preference given to older children.

- Category A** Applicants who have/had siblings enrolled in the school including step siblings or foster children resident in the family home
- Category B** Applicants who are children of staff working at Our Lady's Grove Primary School
- Category C** Applicants who are the children of Past Pupils of Our Lady's Grove Primary School
- Category D** Catholic applicants from inside the catchment area. Details of our catchment area are listed at the end of this document
- Category E** Non - Catholic applicants from inside the catchment area
- Category F** Catholic applicants from outside the catchment area
- Category G** Non - Catholic applicants from outside the catchment area

## **Code of Behaviour and Anti-Bullying Policy**

Children enrolled in our school are required to support and co-operate fully with the school's Code of Behaviour and Anti-Bullying Policy, as well as with all other policies relating to the curriculum, organisation and management of the school. A copy of the school's Code of Behaviour and Anti-Bullying Policies are available on the website [www.ourladysgrove.ie](http://www.ourladysgrove.ie)

The Board of Management places the responsibility on parents and guardians to ensure that their child/children co-operate with these codes in an age-appropriate manner.

## **Special Educational Needs**

Our Lady's Grove welcomes children with physical disabilities and special educational needs. On the Pre-Enrolment Form, parents should outline the details of their child's disability and/or special educational needs. The Board of Management requests that parents supply a copy of the child's medical and psychological report if available. The purpose of the assessment report is to assist the school in establishing the educational and care needs of the child and to profile the support services required. Initially, the principal will meet with the parents to discuss the child's needs. Where necessary, a conference involving all parties will be held, which may include parents, Principal, SEN team and Special Education Needs Organiser (SENO) as appropriate.

## **PRIMARY ONLINE DATABASE (POD) Department of Education and Skills**

The Department of Education and Skills requires the following details about your child: Name, Address, Date of Birth, Nationality and PPS number. The school enters these details into the Primary Online Database (POD). For further information, you may access 'POD Fair Processing Notice' on the POD area of the Department's website:

<http://www.education.ie/en/Advanced-Search/?q=POD%20Fair%20Processing%20Notice>

# **Enrolment Process for Junior Infants (2018/19)**

## **SEPTEMBER 2017**

Enrolment Process for **Junior Infants 2018/19** opens on **1<sup>st</sup> September 2017** and closes on **30<sup>th</sup> September 2017**. Parents seeking to enrol their child/children in Our Lady's Grove Primary School for **Junior Infants 2018/19** must submit a completed **Pre-Enrolment Form Junior Infants (2018/19)** which becomes available on the school's website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie) from 31<sup>st</sup> August 2017.

Pre-Enrolment Forms received after 30<sup>th</sup> September 2017 will be deemed as **Late Applications** and will be placed on a **Late Application List**. These forms will be categorised according to our Enrolment Policy and will remain separate from the **Main Waiting List**. If or when all of the children on the Main Waiting List have been offered a place then the Late Application List will come into effect according to the categories specified in our Enrolment Policy.

**Old Expression of Interest forms from previous years will not be processed during the Enrolment Process 2018/19. It is the responsibility of the Parent/Guardian to submit the new Pre-Enrolment Form Junior Infants (2018/19) during September 2017.**

**Children enrolling for Junior Infants 2018/19 must be at least 4 years of age by the 31<sup>st</sup> March 2018.**

## **OCTOBER/NOVEMBER 2017**

In October/November 2017, **Pre-Enrolment Form Junior Infants (2018/19)** will be prioritised by age in each category in accordance with our Enrolment Policy. The names of children for whom a **Pre-Enrolment Form Junior Infants (2018/19)** has been submitted between 1<sup>st</sup> September and 30<sup>th</sup> September will be placed on the **Main Waiting List**. **This does not guarantee a place**. Pre-Enrolment Forms received after the 30<sup>th</sup> September will be categorised according to our Enrolment Policy and become the **Late Application List**. Only when all of the children on the Main Waiting List have been offered a place will the Late Application List come into effect.

## **DECEMBER 2017**

### **Offers and Acceptance of Places**

Applicants from **Category A** will be contacted by email and offered a place according to the Main Waiting List. The process of offering places will continue in accordance with the Enrolment Policy until the two Junior Infant classes are full. The Main Waiting List followed by the Late Application List will remain in operation until the day before schools in the area begin the new school year.

**To confirm your acceptance of the place, the following documents must be submitted within ten working days of the date of offer. This is done as a courtesy to the families who are on the main waiting list.**

### **Relevant Documentation**

1. Acceptance Form
2. Original Birth Certificate
3. An official copy of the Baptismal Certificate, (Roman Catholic Church)
4. Current Utility Bill with home address
5. Registration fee of €100 **non-refundable**, payable only by EPP

**Should your child be offered a place and it is found that the information given is incorrect the offer will be rescinded.**

### **Children on the Main Waiting List**

- Parents who do not receive an initial offer of a place and are on the Main Waiting List will receive regular updates
- Having received written confirmation and all documentation from parents whose child/children have been offered a place we will inform those on the Main Waiting List when all Junior Infant places have been filled
- The Main Waiting List followed by the Late Application List will continue to remain in place until the day before schools in the area begin the new school year

### **Children on the Late Application List**

- All Pre-Enrolment Forms submitted after 30<sup>th</sup> September are deemed to be **Late Applications**
- Late Application List comes into effect after the Main Waiting List has been cleared
- Late Applications will be categorised according to our Enrolment Policy

### **Children transferring from another school to Our Lady's Grove Primary School**

Parents wishing to transfer their child/children from another school into Our lady's Grove must complete and submit a **Transfer Form. This form is only available from the school office and is only submitted during the second term (January – March) for the following academic year. These forms will be categorised according to the Enrolment Policy and the children's names placed on a class waiting list.** Applications will be processed in April and parents will be informed by the 31<sup>st</sup> May. Children wishing to transfer from other schools are subject to:

- The Department of Education Rules governing National Schools
- Our Lady's Grove Enrolment Policy
- Our Lady's Grove school rules and procedures

- Availability of space in the class into which the child wishes to enter

While recognising the right of parents to make application for their child to the school of their choice, the Board of Management of Our Lady's Grove Primary School must respect and uphold the rights of the existing school community and in particular, the children already enrolled. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- The staffing schedule is structured to ensure that all primary schools will operate to an average mainstream class size of 27 pupils or as determined by the Department of Education
- Educational needs of children of a particular age
- Presence of children with special educational/behavioural/language needs
- Safety of pupils and teachers

### **Mid-year Enrolment**

Families moving into the **catchment area** may seek to enrol their child/children in Our Lady's Grove. A **Mid-Year Enrolment Form** must be submitted. **This form is only available from the school office.** Applications are processed immediately. Children wishing to enrol are subject to:

- The Department of Education Rules governing National Schools
- Our Lady's Grove Enrolment Policy
- Our Lady's Grove school rules and procedures
- Availability of space in the class into which the child wishes to enter

While recognising the right of parents to make application for their child to the school of their choice, the Board of Management of Our Lady's Grove Primary School must respect and uphold the rights of the existing school community and in particular, the children already enrolled. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- The staffing schedule is structured to ensure that all primary schools will operate to an average mainstream class size of 27 pupils or as determined by the Department of Education
- Educational needs of children of a particular age
- Presence of children with special educational/behavioural/language needs
- Safety of pupils and teachers

### **Code of Behaviour and Anti-Bullying Policy**

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 other policies on curriculum, organisation and management. The Board of Management places the responsibility on Parents/Guardians to ensure that their child/children co-operate with school policies in an age-appropriate manner. School policies are reviewed and amended from time to time. Parents will be made aware of changes made to policies.

## **Special Educational Needs**

Our Lady's Grove welcomes children with physical disabilities and special educational needs. On the Pre-Enrolment Form, parents should outline the details of their child's physical disability and /or special educational needs. The Board of Management requests that parents supply a copy of the child's medical and psychological report if available. The purpose of the assessment report is to assist the school in establishing the educational and care needs of the child and to profile the support services required. Initially the principal will meet with the parents to discuss the child's needs. Where necessary, a conference involving all parties will be held, which may include parents, Principal, SEN team and Special Education Needs Organiser (SENO) as appropriate.

The Board of Management reserves the right to refuse admission in the event that:

- Parents refuse to allow a child to remain in the classroom during a particular class lesson - as distinct from being taught the particular lesson. This requirement is for safety reasons and to ensure that there is adequate supervision of pupils at all times
- In the event that your child is offered a place and it is found that the information given is incorrect
- For some exceptional reason the Board of Management believes that a child should not be enrolled

Should any special family circumstances be attached to an application these will be considered by the Board of Management. The final decision in relation to enrolment rests with the Board of Management.

## **Right of Appeal**

Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. Where a child is refused admission, the Principal will advise the parents of their right to appeal to the trustees and the Department of Education and Skills. Further information on Section 29 Appeals is available at <http://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>.

Our Lady's Grove Enrolment Policy is available on our website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie) as a hard copy from the office and by post if requested.

The Board of Management will review this policy annually.

**This policy was reviewed and amended in May 2017**

Signed: 

Date: 2<sup>nd</sup> May 2017

Chairperson, Board of Management



## Catchment Area 2018-19

1. Alexandra Court
2. Alexandra Terrace
3. Alexandra Villas
4. Annaville Grove
5. Annaville Park
6. Annaville Terrace
7. Annsbrook
8. Beechmount Drive
9. Belfield Close
10. Belfield Downs
11. Bird Avenue
12. Charlton Lawn
13. Churchfields
14. Clonskeagh Road (to river)
15. Clonskeagh Square
16. Coolgraney Avenue
17. Dundrum Road (to the river)
18. Embassey Lawn
19. Farmhill Drive
20. Farmhill Park
21. Farmhill Road
22. Friarsland Avenue
23. Friarsland Road
24. Gledswood Close
25. Gledswood Drive
26. Gledswood Park
27. Glenard Hall
28. Goatstown Close
29. Goatstown Road
30. Goatstown Avenue
31. Harlech Downs
32. Hollywood Drive
33. Hollywood Park
34. Laburnum Road
35. Larchfield
36. Larchfield Park
37. Larchfield Road
38. Leinster Lawn
39. Magenta Terrace
40. Maple Road
41. Milltown Bridge Road
42. Mount Carmel Road
43. Mount Carmel Avenue
44. Mulvey Crescent
45. Mulvey Park
46. Nutgrove Park
47. Old Rectory Park
48. Olivemount Grove
49. Olivemount Terrace
50. Ophaly Court
51. Orchard Square
52. Roebuck Downs
53. Roebuck Lawn
54. Roebuck Park
55. Roebuck Park House
56. Roebuck Road
57. Rosemount Park
58. Rosemount Crescent
59. Rosemount Estate
60. Rosemount Way
61. Rosemount Glade
62. Saint Aiden's Drive
63. Sommerville
64. St. Joseph's Grove
65. Sunnybank Court
66. Taney Avenue
67. Taney Court
68. Taney Crescent
69. Taney Grove
70. Taney Park
71. Taney Rise
72. Taney Road
73. The Maples
74. Trimbleston
75. Victoria Terrace
76. White Oaks
77. Whitebeam Avenue
78. Whitebeam Road
79. Whitethorn Road
80. Willowfield Avenue
81. Willowfield Park
82. Woodbine Terrace
83. Wynnsward Drive
84. Wynnsward Grove
85. Wynnsward Park

*This list was compiled using Google maps with boundaries of Dundrum Road, Taney Road, Goatstown Road and Dodder River.*