



# Our Lady's Grove Primary School

## Enrolment Policy 2019-20

### 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, the Disabilities Bill 2005 and the Education (Admissions to Schools) Act 2018*. 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

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 supervision of children, at all times
- 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 (2019/20)**.

**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 Our Lady's Grove Primary School including step siblings or foster children resident in the family home

- Applicants who are children of staff working at Our Lady's Grove Primary School
- Applicants who are the children of Past Pupils of Our Lady's Grove Primary School

**Category B** - Applicants within the designated catchment area. (Details of our designated catchment area are listed at the end of this document)

**Category C** - Applicants from outside the designated catchment area. (Details of our designated catchment area are listed at the end of this document)

### **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 (2019/20)**

### **SEPTEMBER 2018**

Enrolment Process for **Junior Infants 2019/20** opens on **1<sup>st</sup> September 2018** and closes on **30<sup>th</sup> September 2018**. Parents seeking to enrol their child/children in Our Lady's Grove Primary School for **Junior Infants 2019/20** must submit a completed **Pre-Enrolment Form Junior Infants (2019/20)** which becomes available on the school's website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie) from 31<sup>st</sup> August 2018. Pre-Enrolment Forms received after **30<sup>th</sup> September 2018** will be deemed as late applications and names 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 are no longer processed.** It is the responsibility of the Parent/Guardian to submit the new **Pre-Enrolment Form Junior Infants (2019/20)** during September 2018.

**Children enrolling for Junior Infants 2019/20 must be at least 4 years of age by the 31<sup>st</sup> March 2019.**

### **OCTOBER 2018**

In October 2018, **Pre-Enrolment Form Junior Infants (2019/20)** 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 (2019/20)** has been submitted between 1<sup>st</sup> September and 30<sup>th</sup> September 2018 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 late applications, categorised according to our Enrolment Policy and added to the **Late Application List**. When all of the children on the **Main Waiting List** have been offered a place, the **Late Application List** will come into effect.

## **NOVEMBER 2018**

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

Beginning with applicants from **Category A**, places will be offered 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 2019/20.

**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 remain on the Main Waiting List.**

### **Relevant Documentation**

1. Acceptance Form
2. Original Birth Certificate
3. Proof of address - 2 Current Utility Bills (within the previous 6 months) with home address

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

### **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 2019

### **The Late Application List**

- All Pre-Enrolment Forms submitted after 30<sup>th</sup> September 2018 are deemed to be late applications
- **The 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**

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 primary school staffing schedule, as determined by the Department of Education, operates on the basis of a general average of 1 classroom teacher for every 27 pupils
- Educational needs of children of a particular age
- Presence of children with special educational/behavioural/language needs
- Safety of pupils and teachers

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
- Children must be within the age profile for the class. **The child must have been at least 4 years of age by the 31<sup>st</sup> March of the year in which the child started Junior Infants in a primary school.**

### **Mid-year Enrolment**

**Families moving into the catchment area may seek to enrol their child/children in Our Lady's Grove.** 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 primary school staffing schedule, as determined by the Department of Education, operates on the basis of a general average of 1 classroom teacher for every 27 pupils
- Educational needs of children of a particular age
- Presence of children with special educational/behavioural/language needs
- Safety of pupils and teachers

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
- Children must be within the age profile for the class. **The child must have been at least 4 years of age by the 31<sup>st</sup> March of the year in which the child started Junior Infants in a primary school.**

### **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 October 2018**

Signed:   
Chairperson, Board of Management

Date: 24/10/2018

Signed:   
Principal/Secretary to the BoM

Date: 24/10/2018

## Designated Catchment Area 2019-20

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

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