



**SCOIL NÁISIÚNTA MUIRE AGUS IÓSEF, SÓISEAR**  
**BAYSIDE JUNIOR SCHOOL**

# **ENROLMENT POLICY**

**SCHOOL ENROLMENT POLICY**  
**SCOIL NÁISIÚNTA MUIRE AGUS IÓSEF, SÓISEAR**  
**(BAYSIDE JUNIOR SCHOOL)**

**SECTION A**

**Introduction/ Rationale**

The Board of Management of Bayside Junior School has set out this enrolment policy in accordance with the provisions of the Education Act 1998 and following guidance from our patron, the Archbishop of Dublin, Diarmuid Martin. The Board of Management trusts that this policy will assist parents/guardians in relation to enrolment matters and that furthermore, the Chairperson of the Board of Management, Pádraig O’Kennedy, and the Principal Teacher, Elizabeth Madigan, will be happy to clarify any further matters arising from the policy.

**Aim:** To provide places in a fair and transparent manner in keeping with the Catholic ethos of the school

**General Information:**

The school may be contacted as follows:

Bayside Junior School, Verbena Avenue, Dublin 13, D13 CD56.

Tel: 01-8326524

E-Mail: notices@baysidejunior.ie

**Denomination:**

Bayside Junior School is a co-educational Roman Catholic school under the patronage of the Catholic Archbishop of Dublin.

**School Ethos:**

During the years the boys and girls spend with us we aim:

- To teach the curriculum effectively in order to enable the children to achieve their full potential and to equip them to avail of further education.
- To create an atmosphere where children can enjoy school while developing spiritually, morally, emotionally, intellectually, socially and physically.
- To place an immense value on each child as an individual and to foster a sense of worth through self-confidence, self-expression and the ability to relate to other children and adults.
- To promote respect for self and family, for other members of the school community, the wider parish community and the environment.
- To promote respect for all human beings irrespective of race, religion or gender.

### **Inclusiveness:**

Within the context and parameters of the Department of Education and Skills regulations and programmes, the rights of the Patron, Diarmuid Martin, as set out in the Education Act (1998), and the funding and resources available, Bayside Junior School supports the principles of:

- Inclusiveness, with particular reference to the enrolment of children with a disability or other special educational need, children of different ethnic background, children with traveller status, children seeking asylum, children of refugee status, children with different religions and political beliefs.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **Enrolment Criteria**

The Board is bound by the Department of Education and Skills' Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

In the event of applications for enrolment exceeding the number of places available, the following decision making process will apply:

1. *Catholic children living in the parish and brothers and sisters of pupils in the school*
2. *Catholic children who live outside the parish and who do not have a Catholic school in their parish*
3. *Other children who live within the parish*
4. *Other children who live outside the parish*

If the applications within categories exceed the number of places available, older children will have precedence.

### **REFUSAL**

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

1. The pupil has needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an 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.

## **APPEALS**

*Where a Board of Management refuses to enrol a student in a school, the parent of the student following the conclusion of any appeal procedures at school level, has a statutory entitlement under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Skills. Details on appealing decisions on enrolment under Section 29 are available on the Department's website [www.education.ie](http://www.education.ie).*

## **SECTION B**

Section B sets out Bayside Junior School's procedures for enrolment application, provision of key information by Parents/Guardians, decision making, admission day/date, enrolment of children with special needs and pupils transferring.

- 1. Application Procedures:** Parents/Guardians wishing to enrol pupils in Junior Infants may do so in person by calling to the school to complete a school **Enrolment Application Form**. These forms will be available from the first school day in January until 31<sup>st</sup> January. Applications are accepted for the September of that year.

All parts of the Enrolment Application Form must be completed and be accompanied with a copy of Baptismal Certificate if the child is Catholic. This will be kept on file for First Communion.

Completed Enrolment Application Forms will be dated and timed on receipt.

- 2. Provision of Key information by Parents/Guardians**  
Parents are required to complete all sections of the Bayside Junior School Enrolment Application Form.  
**Note:** The Board of Management of Bayside Junior School may not consider applications for enrolment if all sections of the form have not been completed.

Parents will be provided with a copy of the Code of Good Behaviour and will be required to confirm in writing that the Code of Behaviour, as provided, is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such Code by the child.

- 3. Decision Making Process**  
All decisions in relation to applications for enrolment are made by the Board of Management of Bayside Junior School in accordance with school policy.

The Board of Management of Bayside Junior School shall notify Parents/Guardians of its decision in writing within 21 days of closing date for receipt of applications – places should be accepted by the specified date, by returning acceptance form and booking deposit (which will be deducted from cost

of school books). Parents/Guardians who apply after the closing date will be offered a place subject to availability and may have to go on a waiting list.

As a general principle, and in so far as practicable having regard to Bayside Junior School's enrolment policy, children within each category will be offered a place in writing, subject to availability.

The Board will have regard for relevant D.E.S. 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.

Unsuccessful applicants shall be awarded places on a **Waiting List** in accordance with the above criteria.

The Board of Management of Bayside Junior School is bound by the Department of Education & Skills' Rules for National Schools which provide that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years and over.

**4. Admission Day/Date:**

Junior Infants may be admitted to Bayside Junior School on 1<sup>st</sup> September provided they have reached their fourth birthday before that date.

**5. Enrolment of Children with Special Needs:**

Parents/Guardians wishing to apply for a place on behalf of a child with special needs shall have their application considered in accordance with the terms set out under the heading "**Decision Making Process**", subject to the following conditions.

1. Parents/Guardians must provide the Board of Management with an up to date copy of the child's Medical and/or Psychological Report.
2. Where a Medical and/or Psychological Report is not available the child must 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 disability or special needs and to determine the support services required.
3. Following receipt of the Report, the Board of Management shall assess how the school can meet the needs specified in the report. Where the Board of Management deems that further resources are required it shall, prior to enrolment, request the Department of Education and Skills, to provide the resources required to meet the needs of the child as outlined in the Psychological or Medical Report. These resources may include for example, access to or the provision of any or a combination of the following:
  - Visiting Teacher Service
  - Resource teacher for Special Needs
  - Special Needs Assistant
  - Specialised equipment or furniture

- Transport services or other.
4. The school shall meet with the Parents/Guardians of the child to discuss its needs and the school's suitability or capability in meeting those needs. If deemed necessary, a full case conference involving all relevant parties shall be convened, this may include parents/guardians, principal, class teacher, learning support teachers, resource teacher for special needs and educational psychologist.

## **7. Pupils Transferring from Other Schools,**

Pupils may transfer to Bayside Junior School subject to school policy, available space and in some cases, the approval of the Department of Education and Skills. If the pupil has moved into the Parish transfer can take place at any time. If not, then it may be considered more appropriate to wait until September to enrol.

Parents/Guardians of pupils transferring shall, on enrolment, be required to provide a Transfer Form from the previous school, detailing the child's attendance record and his/her educational progress.

## **SECTION C**

### **Staffing:**

At present, Bayside Junior School has a teaching staff of 22(including the Principal) comprised as follows:

16 Mainstream Class Teachers  
5 Resource/ Learning Support teachers

### **Range of classes:**

Bayside Junior School caters for boys and girls from Junior Infants to Second Class.

### **School Opening Time:**

9.00 a.m. Monday - Friday

### **Dismissal Time:**

1.40 p.m. **Junior Infants / Senior Infants.**  
2.40 p.m. **First Class / Second Class**

### **Funding:**

Bayside Junior School depends on the grants and teacher resources provided by the Department of Education and Skills (D.E.S) and operates within the regulations laid down, from time to time, by the D.E.S. All our school policies are subject to the resources and funding available at any given time.

**Discipline:**

Bayside Junior School operates a Policy for Good Behaviour and Discipline. (Available in the school and on the school website [www.baysidejunior.ie](http://www.baysidejunior.ie))

**Curriculum:**

Bayside Junior School follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

**DATE OF RATIFICATION:**

This policy was ratified by the Board of Management in May 2011

**DATE OF REVIEW – February 2017**

**DATE FOR REVIEW – February 2021**

This policy will be reviewed by the Board of Management every 4 years or sooner if the need arises.

**Signed:** \_\_\_\_\_

**Chairperson, Board of Management**

**Date: 08/06/2017**