

St. Kevin's National School, Greystones, Co. Wicklow.

Enrolment/Admissions Policy

Introduction

The Board of Management of St. Kevin's National School hereby sets out its Admission & Participation Policy in accordance with the provisions of the Education Act 1998, Education (Welfare) Act 2000 and the Education (Amendment) Act 2012. The Board trusts that by so doing, parents will be assisted in relation to enrolment matters.

All pupils are welcome to enrol regardless of race, religion, gender, family status, disability or cultural background, under the criteria on page 2. The Chairperson of the Board of Management, Mr. Paul Talbot and the Principal, Mrs. Corrina Bailey will be happy to clarify any matters arising from this policy.

School Profile

St. Kevin's N.S. is a Catholic Co-Educational Primary School under the Patronage of the Catholic Archbishop of Dublin Diarmuid Martin. We are privileged to have a school staff (teachers, special needs assistants and other ancillary staff) who display a deep commitment to both the children under our care and the school community. Classes range from Junior Infants to sixth and we have a speech and language class who are integrated into the mainstream class of the appropriate age group for a portion of every day.

General Information

Management

The Board of Management of St. Kevin's manages the school on behalf of the Patron, and in accordance with the Rules for National Schools (Department of Education and Skills). As such, the Board of Management is charged with the direct governance of the school.

Inclusiveness

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

Classes and Staff

The school caters for pupils from Junior Infants to Sixth Class. There are currently 19 mainstream class teachers, 1 Special Class Teacher for children with Specific Speech and Language Impairment, six full-time Special Education teachers and an Administrative Principal. The school also has three Special Needs Assistants.

Funding

St. Kevin's N.S. depends on grants and teacher resources provided by the Department of Education & Skills and it operates within the regulations laid down by this Department. All policies prescribed by St. Kevin's N.S. Board of Management are subject to the resources and funding made available to it by the Department of Education & Skills.

Curriculum

St. Kevin's N.S. follows the curricular programmes prescribed by the Department of Education & Skills, in accordance with Sections 9 and 30 of the Education Act 1998.

a) Curriculum Subjects:

English, Irish, Maths, History, Geography, Science, Music, Art, Drama, SPHE, PE, Religion

Enrolment Procedures

Application for enrolment on behalf of Junior Infants September 2020 should be made between Novemberth and 15th (inclusive) 2019. During this time, parents and guardians are invited to call to the school office for an application form or download and complete an application form from our school website (www.stkevins.ie). Application forms should be completed and returned to the school before 12 p.m. on Friday 15th November 2019. The child's **original** birth certificate should accompany the application. Two **original** utility bills are also required at this time as proof of address.

Acceptance Procedure

Parents will need to inform the school by email whether or not they wish to accept a place for their child in the school. This will need to be received by the school within one week from the date of the placement offer. If the school does not receive an acceptance within this time period they will offer the place to the next child on the waiting list.

Criteria for Enrolment

Please note: Available places will be offered to children in the following order. In the event of over-subscription in any of the categories listed, priority will be given to the eldest of the applicants in that category.

1.	Children, who were born on or before 28 th February 2016, who had a sibling enrolled in St. Kevin's during the 2019 calendar year or are the children of current, permanent staff members.
2.	Children, who were born on or before 28 th February 2016, resident in the catchment area of the parish of St. Killian and Holy Rosary (See Appendix A) at the time of application and who continue to be resident in the catchment area of the parish at the time of official enrolment.
3.	Children, who were born after 28 th February 2016, who would otherwise qualify under either criteria 1 or 2.
4.	Children resident outside the Parish.

In accordance with Department of Education and Skills' Rules for National Schools, only pupils who have reached the age of 4 years will be enrolled in St. Kevin's N.S.

Note:

- "Application for enrolment" refers to a written enrolment request on an official application form. It does not constitute an offer of a place in the school.
- "Official enrolment" refers to the placing of a child on the official school roll on the first day of the school year, providing that the appropriate enrolment criteria have been satisfied & verified.
- "Siblings" refers to children who share a common parent, foster parent or guardian.
- If parents have purchased a house in the parish prior to or during the enrolment period, they must furnish a letter from their solicitor confirming the address of the property and when the property was purchased.

Offers - Initial offers for places in Junior Infants will be emailed to families by Friday, 22nd November 2019. Offers should be accepted in writing by emailing the school at office@stkevins.ie before Friday, 29th November 2019.

Waiting List

If children are not offered a place initially in the school, they will be sent an email informing them of this. Within this email, it will explain how the waiting list will operate.

Enrolment of Children with Special Needs

St. Kevin's N.S. welcomes the enrolment of children with special needs and supports the principles of inclusiveness and equality of access and participation, within the context of Department of Education and Skills regulations and programmes, and within the funding and resources that are available.

The Board of Management requests that medical/psychological assessments be made available to assist the school in establishing the educational and training needs of the child relevant to his/her special needs and to profile the support services required.

Following receipt of such reports, the Board of Management will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Department of Education & Skills and/or The National Council for Special Education, prior to enrolment, to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

Refusal to Enrol

The Board of Management reserves the right to refuse to enrol a pupil who would otherwise be entitled to a place, where there are exceptional circumstances. Exceptional circumstances would include but not limited to:

- Situations where a pupil has special needs such that, even with additional resources provided by the Department of Education & Skills, the school is not in a position to provide the pupil with an "appropriate education."
- Applications for places in the school must be considered in light of the school Health & Safety Policy. This policy is drafted in accordance with the Health & Safety Act 2005. Applicants can be refused in cases where the Gardaí or Child & Family Agency write to a school stating that admission of the applicant would be detrimental to the health and safety of other students. Applicants who are known to have a record of serious assault towards other pupils / staff in a previous school may be prohibited from enrolment under the Health & Safety Policy of St. Kevin's National School. Also, applicants who are known to have a record of having caused serious damage to property in another school may also have their applications refused.

Right to Appeal

If in the event of a child being refused registration to the school, the parents/guardians are entitled to appeal the refusal to the Board of Management of the school. If parents/guardians are dissatisfied with the Board of Management's decision, they are entitled to invoke an appeal to the NCSE and the Child & Family Agency. Parents who are refused admission for a pupil, can request designation from the Child & Family Agency. The Board of Management has the right to appeal such designations.

Late Enrolments

If your enrolment application is late, it will be placed at the end of all other applications received within the enrolment period.

Enrolment of Pupils in the Speech and Language Class

Please refer to separate enrolment criteria outlined in "***Referral of Children to St. Kevin's N.S. for Speech and Language Class Placement Consideration - Criteria and Guidelines for Referral***". This document is available at our school office or from our school website.

Transfer of Pupils

Pupils who move into the Greystones area after the official enrolment period, or during their primary education, may be enrolled in St. Kevin's, subject to enrolment criteria qualification, available space, whole school enrolment guidelines (as per D.E.S. guidelines) and in some cases, the approval of the Minister of Education and Skills. Information concerning attendance and the child's educational progress from the child's previous school should be furnished on transfer.

Code of Behaviour and Discipline

St. Kevin's N.S. Code of Behaviour is available upon request from the school office. Parents need to sign that they agree to abide by the Code of behaviour and its contents before their child will be enrolled in St. Kevin's.

Review Date

November 2019

Ratification

This policy was ratified by the Board of Management on 7/10/18

Appendix A – The catchment area of St. Kevin’s N.S. is in line with the parish boundary of St. Killian & Holy Rosary

LIST OF AREAS ON PARISH REGISTER – ST. KILLIAN & HOLY ROSARY		
Adare Close	Eden Road	Pavillion Road
Applewood Drive	Ennis Lane	Portland Rlace
Applewood Heights	Erskine Avenue	Portland Road
Arch Villas	Fairfield Park	Quarry Road
Beechbrook Pk	Farm Lane	Rathdown Court
Bellevue Heights	Glenheron	Rathdown Lawn
Bellevue Park	Grattan Park Upper	Rathdown Park
Bellevue Road	Grattan Park Lower	Rathdown Road
Blacklion Manor	Harbour Court	Redford Court
Bowe Lane (off Church Rd.)	Hawkins Lane	Redford Park
Burnaby Avenue	Heathervue	Redford Rise
Burnaby Court	Hillside	Rivendell Grove
Burnaby Heights	Hillside Road	Riverfield
Burnaby Lawn	Kendalstown Rise	Seaview
Burnaby Manor	Kenmare Heights	Sea Green
Burnaby Mews	Killincarrig Rd. opp. Vino	Sidmonton Road
Burnaby Mill	Pasta	Somerby Road
Burnaby Park	Kimberly Rd.	South Place
Burnaby Road	Kindlestown Hill	St. Brigid's Park
Burnaby Way	Kindlestown Lower	St. Crispins
Burnaby Wood	Kindlestown Park	St. Vincent's Road
Carrig Meadow	Kindlestown Road Lr. left &	Strand Cottages (The Bawn)
Carrig Mill	right	Templecarrig Left
Carrig Villas	Kindlestown Road Up. left	Templecarrig Right
Castlefield Tce.	& right	The Harbour
Castle Villas	Kinlen Road	The Poplars
Charlesland Court	La Touche Close	Trafalgar Court
Charlesland Grove	La Touche Park	Trafalgar Road
Charlesland Park	La Touche Place	Turnpike Lane
Charlesland Wood	La Touche Road	Victoria Close
Charlesland Seabourne Glen	Manor Avenue	Victoria Court
Charlesland Seabourne View	Marine Road	Victoria Road
Charlesland The Anchorage	Marine Terrace	Waverly
Church Gate	Marine Village	Whitshed Road
Church Lane	Mill Bank	Willow Bank
Church Road left & right	Mill Brook	Willowmere (entrance
Church Road The Manor	Mill Court	Redford Pk)
Cliff Rd.	Mill Grove	Windgates Road Left
Crowe Abbey	Mill Grove Close	Windgates Road Right
Delgany Road (Mill Road)	Mill Road	Windgates Upper
Delgany Glen: House No. 1-31 inclusive	Mounthaven	Woodlands
Dromont	Mountainview Park	Woodlands Court
	New Road – Killincarrig	
	New Road - off La Touche	
	Park	
	North Shore	
	Oaklands	
	Oaklands Court	