



## **St. Canice's Girls' National School** **Application / Enrolment Policy**



*This policy was discussed and ratified at a Board of Management meeting held on 24<sup>th</sup> November 2017*

### **1. Introduction**

The Board of Management of St. Canice's Girls' National School, Finglas, has set out this enrolment policy in accordance with the provisions of the Education Act 1998. 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, Mr Eoin Ó Broin, and the Principal Teacher, Ms Dearbhla White, will be happy to clarify any further matters arising from this policy.

### **2. General Information**

The school may be contacted as follows:

St. Canice's Girls' National School,  
Séamus Ennis Road,  
Finglas,  
Dublin 11  
Tel: 01-8342072  
Email: info@stcanicesgns.ie

### **3. Denomination**

St. Canice's GNS is a Roman Catholic school under the patronage of the Catholic Archbishop of Dublin. As a Roman Catholic school, the school aims to promote the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by a belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

### **4. Staffing**

St. Canice's Girls' National School has a staff of 27 teachers including the Principal, comprised as follows:

21 Mainstream Class Teachers  
4 Learning Support Resource Teachers  
1 Part-Time Resource Teacher  
1 Home School Community Liaison Teacher (based here and shared with St. Canice's BNS)

### **5. Range of Classes:**

St. Canice's Girls' National School caters for girls from Junior Infants to Sixth Class

## **6. Funding**

St. Canice's Girls' National School is a DEIS Band 1 school. The result of this is that our teacher child ratio will never go above 22:1. We depend on the grants and teaching resources provided by the Department of Education and Skills (D.E.S.) and operate within the regulations laid down by the D.E.S. All our school policies or subject plans are subject to the resources and funding available.

## **7. Curriculum**

St. Canice's GNS follows the curricular programmes prescribed by the D.E.S., which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act (1998).

St. Canice's GNS, within the context and parameters of the D.E.S. regulations and programmes, the rights of the Patron, the Catholic Archbishop of Dublin, as set out in the Education Act (1998), and the funding and resources available, 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 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, traditions, languages and ways of life in society.

## **8. School Ethos**

St. Canice's Girl' National School is a Catholic School under the patronage of the Catholic Archbishop of Dublin.

During the years the 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 developing 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.

## 9. The School Day

**Opening Time:** 9.00 a.m. Monday – Friday

**Reception Time:** 9.00 - 9.20 a.m. Monday – Friday

**Dismissal Time:**

**Infants:** 1.40 p.m.

- Junior & Senior Infants must be collected from the front door of the school.

**1<sup>st</sup> – 6<sup>th</sup> Classes:** 2.40 p.m.

**Note:** Any girls who have not been collected will be brought to the Secretary's Office and must be collected there.

### Late Arrival

A child that arrives after 9.10am must go to the Secretary's Office and will be signed in. If a child is late more than 5 times the Principal will arrange to meet with their parents to discuss this.

### Early Departures

A child that leaves before the end of the school day must be collected at the Office. They will be signed out and a reason as to why they are being collected early must be given. If a child is collected early more than 3 times the Principal will arrange to meet with their parents to discuss the matter.

Children from 3<sup>rd</sup> – 6<sup>th</sup> Class may be allowed to leave early if there is a written note requesting early release by a Parent or Guardian. These notes will be subject to verification by telephone.

## 10. Homework:

It is the policy of the school to assign homework on a regular basis. The following are the recommended times that a child should spend at homework but parents/guardians are reminded that some girls, depending on ability, may take a longer or a shorter time. If there are concerns about the time being spent on homework these should be made known to the class teacher as soon as possible.

<b>Infants</b>	15 mins
<b>1<sup>st</sup> – 2<sup>nd</sup></b>	30 mins
<b>3<sup>rd</sup> - 4<sup>th</sup></b>	40 - 45 mins
<b>5<sup>th</sup> - 6<sup>th</sup></b>	60 mins.

## **11. Emergency Contact / Update Forms:**

At the beginning of every school year parents / guardians are required to complete an Update Form. This is a very important document as it enables the school to make contact with parents / guardians throughout the school year, if needed, or in the event of an emergency involving their child.

## **12. Accidents:**

In the event of an accident or injury First Aid will be administered. If there is concern about the nature of the injury all reasonable efforts will be made to contact the parents/guardians.

In the event that a parent or guardian cannot be contacted efforts will be made to contact those people listed on the Emergency Contact / Update Form.

In the event that contact cannot be made with a listed person medical advice will be sought and or an ambulance will be called if considered necessary.

In the event that a child is taken by ambulance to hospital a member of the school staff will accompany the child and will stay with her until such time as a parent/guardian relieves that person.

If the injury is considered not to warrant medical attention the child will be monitored. Continued efforts will be made to contact parent/guardians and other listed parties. In the event that there is a failure to contact a relevant party the child will be brought home at dismissal time or to other such destination that the child normally goes to at such time

## **13. Sickness:**

In the event that a girl falls ill in school the procedures set out under Accidents will be followed.

## **14. Bullying:**

St. Canice's Girls' School seeks to promote a school environment within which every person feels safe, comfortable and valued. The Stay Safe programme is taught in our school in order to pursue these objectives.

We are a "Telling School", that is girls are encouraged to tell if they feel that they are being bullied.

If you suspect that your child is being bullied please report it immediately to the class teacher and or the Principal.

## 15. Procedures

This section sets out St. Canice's Girls' National School's procedures for application to enrol, provision of key information by Parents/Guardians, decision making, admission day/date enrolment of children with special needs and pupils transferring.

### **Application Procedures:**

*What does a parent do if they want their daughter to go to St. Canice's GNS?*

Any time prior to the January when a Junior Infant child is due to start the parent of the child in question can come to the school to declare "their interest" in having their daughter attend St. Canice's GNS. Their name will be added to the appropriate mailing list. This mailing list will be used to invite parents to complete the application process. It is explained to each parent that placing their daughter's name onto the mailing list **does not** guarantee them a place in Junior Infants. If the age of the child is in question the parent is informed that their daughter needs to be 4 years of age before the 1<sup>st</sup> of May in the year that they are due to start.

On return after the Christmas holidays a sign is placed outside the school to say that "Applications for Enrolments are being taken until the end of January". A message with the same details

- appears in the Parish Newsletter,
- appears in the school newsletter sent out in January,
- is sent to the parents as a text message and
- is placed on the front door of the school.

*What happens in January with the mailing list?*

On return after the Christmas holidays letters are sent out to the parents of all the children on the mailing list. Enclosed in the envelope is

- a letter explaining the process involved (Appendix 2),
- an application for enrolment form (Appendix 3). If the address that is stated on the Application for Enrolment Form is in question, proof of address may be required, and
- an excerpt from the enrolment policy detailing the procedures, Section 15, involved with the application for enrolment process. Included in this section are the criteria the Board uses to determine who receives a place. These criteria are applied if the amount of children that apply exceeds the amount of places available.

*What happens if a parent does not have their daughter's name on the mailing list but would like to apply for a place for their daughter in Junior Infants?*

If a parent comes into the school to apply for a place for their child they will be given a copy of the letter that was sent out, with the application form and the excerpt from the Enrolment Policy.

## Accepting Applications

- Applications are only accepted when they are complete. A complete application is defined as a complete application form being returned accompanied by a birth certificate and, where applicable, a baptismal certificate.
- Applications must all be returned in person before 2.40pm on the last Friday in January (as stated in the letter sent to all parents on the mailing list). If any applications arrive after this deadline, they are marked as LATE on the application form.

### *What does an application being marked LATE mean?*

This means that the application will be placed in the “LATE” section of the folder and will only be considered after all other applications and places have been offered.

### *Who can accept the applications?*

As applications arrive to the school, they are accepted by the Principal, The Deputy Principal, the Secretary or the HSCL Teacher. As the applications are received the time and date of receipt is marked on them. A receipt is given to the parent with the time and date of receipt written on it and the name of the person who accepted it into the school.

## Decision making Process

The Board of Management of St. Canice's GNS shall notify Parents / Guardians of its decision on enrolment applications, in writing, within 21 days of closing date for applications.

As a general principle, and in so far as is practicable having regard to St. Canice's Girls' National School enrolment policy, girls will be enrolled on application, provided there is a space available.

St. Canice's GNS, has on average pupil teacher ratio not exceeding 28:1.

All completed applications for enrolment with the required documentation will be considered.

In the event that applications for enrolment exceed the number of places available, the following are the prioritised criteria that shall be applied in order to determine who shall be granted a place on or before 28<sup>th</sup> February each year:

1. Sisters of children currently attending St. Canice's GNS and St. Canice's BNS.
2. Catholic children living in St. Canice's Parish
3. Daughters of past pupils in St. Canice's GNS
4. Catholic children living outside the parish who do not have a Catholic school in their own parish
5. All other girls living within the parish boundaries.
6. Daughters of staff in St. Canice's GNS and St. Canice's BNS.
7. All other girls living outside the parish boundaries.
8. If the applications within any of the above categories exceed the number of places available, places will be offered according to age, oldest to youngest.

Places must be accepted in writing within 14 days of the date stated on offer letter. 14 days after the initial round of offers, places not yet accepted will be offered to those children on a waiting list which will be compiled in accordance with the above criteria.

## **The Role of the Board of Management**

On the first Tuesday following the closing date for applications the Board of Management meets. All data and information is presented to the Board by the Principal. The data presented is anonymous to the Board apart from being aware of how many children applied in total and how many are in each category. This information is then discussed and it is decided how many places will be offered.

1. Following this meeting letters are sent to the parents of the children who are being offered places (Appendix 4).

*What happens if you are not offered a place on Round 1?*

If a child is not successful in Round 1 their parents are sent a letter stating this (See Appendix 5). The reason why this is the case is also stated clearly. If a parent wishes to have the decision reviewed by the Board they need to request for this to occur in writing before a specific date (as stated in the letter).

*Is there a Round 2 of offers?*

If all the places offered in Round 1 are not accepted, a Round 2 of places will be offered. The children that will be offered places in Round 2 is determined by the cut-off point in Round 1.

### **NOTE**

Places will be offered until all places are taken. There is also an option to be placed on to a waiting list if required. This option is only used if necessity dictates.

### **Appeals**

The Parents / Guardians of a child who is not offered a place may appeal this decision to the school's Board of Management within 10 days of receipt of the letter of refusal.

If this appeal is unsuccessful, the Parents / Guardians may make a Section 29 Appeal to the Department of Education and Skills within 42 days of the Board's decision. Appeal forms may be requested from the school or downloaded from [www.education.ie](http://www.education.ie)

### **Late Applications**

Completed applications, received after 1<sup>st</sup> February, will be added to the end of the waiting list and will be marked Late.

### **Deferred Applications**

Deferred applications must go through the entire application process for the following school year.

The Board of Management of St. Canice's Girls' School is bound by the Department of Education & Skill's 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.

## 16. Admission Day/date:

Junior Infants may be admitted to St. Canice's Girls' School on 1<sup>st</sup> day of the academic school year provided they have reached their fourth birthday.

## 17. Enrolment of Children with Special Needs:

Parents/Guardians wishing to apply for a special 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 girl'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 her disability or special needs and to profile the support services needed.
3. Following receipt of the report, the Board of Management shall assess how the school can further meet the needs specified in the report. Where the Board of Management deems that resources are required, it shall, prior to enrolment, request the Department of Education & Science, to provide the resources required to meet the needs of the girl 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 girl to discuss her 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.
5. The Board of Management reserve the right to refuse enrolment to any pupil in exceptional circumstances:
  - Where 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
  - In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

This refusal to enrol can be challenged under a Section 29 Appeal to the Department of Education and Skills within 42 days of the Board's decision. Appeal forms may be requested from the school or downloaded from [www.education.ie](http://www.education.ie)

## 18. Pupils Transferring from Other Schools

On completion of Application Form and submission of Birth Certificate and Baptismal Certificate (where applicable), places will be offered on a First Come/First Served basis, provided places are available in accordance with DES guidelines on Class Size and Staffing Provision and/or any other relevant requirements concerning accommodation, including physical space and Health and Welfare of Children.

This policy was discussed in detail and ratified by the Board of Management at their meeting on 22<sup>nd</sup> November 2017. It will reviewed again in November 2018.

Signed: \_\_\_\_\_, Chairperson

Date: \_\_\_\_\_