

## **ENROLMENT POLICY**

### **INTRODUCTION**

The Board of Management of St. Patrick's Loreto Primary School, Vevay Road, Bray, Co. Wicklow hereby sets out its Enrolment Policy in accordance with the provisions of the Education Act, 1998 and trusts that by so doing, parents will be assisted in matters related to enrolment.

Further information may be obtained from the Principal, or from the school office (tel.- 01-2860504, fax. - 01-2868363, email – office@stpatsbray.com).

### **THE SCHOOL**

St. Patrick's Loreto Primary School is under the patronage of the Catholic Archbishop of Dublin, under the trusteeship of the Loreto sisters and is situated in Holy Redeemer Parish. The school depends on grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down by the Department.

Boys transfer from the school when they have completed Senior Infants. The girls continue their education in St. Patrick's until they are ready to transfer to post-primary level.

### **MANAGEMENT**

The school is managed by a Board of Management. The Management Board is charged with the direct government of the school and the appointment of teachers. There are eight members on the Board consisting of

- two representatives of the Archbishop
- two elected parents
- two representatives of the local community
- a member of the teaching staff
- the school Principal.

### **LORETO PHILOSOPHY OF EDUCATION**

The Institute of the Blessed Virgin Mary was founded by Mary Ward (1585 – 1645). It was introduced into Ireland by Frances Teresa Ball who, having made her novitiate in the Bar Convent, York, returned to Dublin in 1821 to establish the first house of the Irish Branch at Rathfarnham. She called it Loreto, the name by which all subsequent foundations made from Rathfarnham are still known. The Loreto community in Bray was founded in 1850.

Mary Ward's followers pioneered a new type of religious life for women which found apostolic expression in Catholic schools for girls. Aware of Mary Ward's characteristic spirit, every effort is made in our school to give practical expression to her core values – truth, freedom, justice, sincerity and joy.

- As Catholic educators our aim is to collaborate with the parents of our students to encourage pursuit of excellence appropriate to each student so that he/she may develop to the full his/her particular gifts.
- A broad holistic curriculum is offered to enable students to reach their full potential and to develop a love of learning.
- Every opportunity is given to enable students to develop powers of critical reflection thereby building independence of mind as a means towards responsible citizenship.
- The nurturing of the aesthetic sense through the creative arts and an appreciation of heritage and culture is central to the Loreto tradition.

## **MISSION STATEMENT**

*St. Patrick's, Loreto Primary School seeks to foster a welcoming environment in which the dignity of every child will be valued, respected and equally cherished.*

*Our aim is the pursuit of excellence through a holistic education based on Gospel values. We strive to develop children's self esteem and to motivate them to achieve their full potential in a spirit of friendship and belonging.*

Our business is learning. A broad holistic curriculum is offered to enable students to reach their potential and develop a love of learning. Our aim is that everybody in the school

- will experience success as an individual
- will be treated with respect and care
- has a stake in the school.

## **ENROLMENT PROCEDURE FOR JUNIOR INFANTS**

Equality of access is the key value that determines the enrolment of children to our school. All children are eligible for admission, irrespective of nationality, special educational needs, disability, language / accent, traveller status, asylum- seeker / refugee status, religious / political beliefs and values, family, social or economic circumstances.

Parents seeking to enrol their child(ren) in St. Patrick's, Loreto Primary School, Bray will be requested to visit the school to complete a Declaration of Interest Form from the first week of October of the year prior to the year of entry. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate. It is preferable that

children entering Junior Infants should be four years of age by April 30<sup>th</sup> of year of entry. If the Board of Management is satisfied that the address given is not the bona fide family residence, it reserves the right to disqualify the applicant.

Notification of these dates will be communicated to parents through appropriate channels e.g. notice at weekend Masses in Holy Redeemer and Queen of Peace Churches and local media.

A letter will be sent to all parents who completed a Declaration of Interest form in mid-November to establish if those parents wish to pursue an application on behalf of their child(ren). Parents will be required to confirm in writing their wish to pursue such an application within 2 weeks of the date of the letter from the school. The Board of Management will notify parents of their decision within 21 days of the closing date stipulated in the letter for receipt of written confirmation of pursuit of application. In keeping with Section 29 of Education Act 1998, parents may appeal any decision, relating to their child's enrolment, firstly to Board of Management, secondly to Department of Education.

## **CRITERIA FOR ENROLMENT**

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Patrick's is also responsible for respecting the rights of the existing school community and, in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children.

Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom.

Where the number of children seeking enrolment in Junior Infants exceeds the number of places available, the following criteria will be used to prioritise children for enrolment:

1. Brothers and sisters of children already enrolled in St. Patrick's School.
2. Children living in the Holy Redeemer and Queen of Peace Parish.
3. Children of current school staff and children of members of the Board of Management, both past and present.
4. Children of past pupils of St. Patrick's.
5. All others whose parents/guardians have completed a Declaration of Interest form.

In the event that the total number of places remaining available in any one of the above categories is less than the number of confirmed applications in that category,

- any remaining places in that category will be offered following a random process of selection
- the names of applicants in any remaining category will be placed on a numbered Waiting List, using the same random process to determine the order of names on this Waiting List

- the name of any child whose application is received after places have been offered will be placed on the Waiting List and that place on the Waiting List will be determined in accordance with the criteria for enrolment
- in the event that a place becomes available, through non-acceptance, cancellation or other cause, the place will be offered to parents/guardians on the Waiting List in number order

A child, who is offered a place but whose parents subsequently decide to defer the place due to the child's unreadiness to start school, should not be disadvantaged by such a decision. In such circumstances, the child's application should be given priority within the category into which it falls, subject to a second valid application being made.

If class size permits, other pupils may be enrolled during the school year. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy.

An Annual Meeting for parents is held every May for parents who have accepted places for their children in the school. Before a child is formally admitted to the school, parents will be required to sign a form accepting the school's policies and regulations.

### **ENROLMENT OF CHILDREN FOR SENIOR INFANTS TO 6<sup>TH</sup> CLASS**

Parents seeking to enrol their child(ren) in the school in a class from Senior Infants to 6<sup>th</sup> for the following school year may also visit the school to complete a Declaration of Interest Form which are available from the first week of October of the year prior to the year of entry. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate.

Places will be offered to parents in late May/early June when the availability of places in those classes has been determined. Where the number of children seeking enrolment in any given year or class exceeds the number of places available, the same criteria that are used for the enrolment of Junior Infants will be used to prioritise children for enrolment in such classes.

### **ENROLMENT OF CHILDREN DURING THE SCHOOL YEAR**

Parents seeking to enrol their child(ren) in the school in any class from Junior Infants to 6<sup>th</sup> Class during the course of the school year may also visit the school to complete a Declaration of Interest Form. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate. If a place is available in the class group for a parent is applying, such a place will be offered within 21 days of the completion of the Declaration of Interest form, assuming all supporting documentation has been provided.

### **ENROLMENT OF CHILDREN WITH SPECIAL NEEDS**

St. Patrick's, Loreto Primary School, Bray, promotes the integration of pupils with special educational needs and supports the principles of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.

When the parent(s)/guardian(s) of a child with special needs has/have accepted a place in the school on behalf of their child, they are requested to furnish the school with all relevant reports and information. This is to enable the school to secure any resources or supports for the child to which they may be entitled.

### **CODE OF BEHAVIOUR**

St. Patrick's, Loreto Primary School has its own specific Code of Behaviour which is an integral part of the school plan. It is a condition of attendance at this school that pupils abide by the rules and regulations in this Code of Behaviour, and the Board of Management holds parents/guardians responsible for ensuring that their children co-operate with all policies. Copies are available from the school office during normal school times.

### **SCHOOL ANTI-BULLYING POLICY**

The school also has a written Anti Bullying Policy which has defined bullying as "*unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time*". Bullying, under any guise, will not be tolerated and parents/guardians are expected to co-operate fully with the school at all times in this matter. Copies of the policy are available from the school office during normal school times.

**This amended policy was adopted by the Board of Management at its meeting of 27<sup>th</sup> September 2016 and will be subject to regular review.**