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## Enrolment Policy

### Introduction

This policy was devised and formulated by the school community, involving Board of Management, parents and Staff of Lusk Junior National School St Maccullins, in accordance with the Rules and Regulations of the Department of Education and Science and the C.P.S.M.A.

### Ethos

Lusk Junior National School is a co-educational, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While respect is paid to all religious and/or value systems, Lusk Junior National School, St Maccullins is a Catholic school under the patronage of the Archbishop of Dublin.

The school supports the principles of inclusiveness, equality of access and of participation in school life, with respect for diversity of tradition, values, beliefs, languages and ways of life in society, whilst working within the context of the Rules and Regulations of the Department of Education and Skills

Lusk Junior National School, St Maccullins is a co-educational school which teaches the mainstream national curriculum to classes from Junior Infants to second class. It is funded by Department of Education and Skills grants. This policy must be read in the context of all policy documents drawn up and published by the Board of Management.

### Aims

To provide equal access to all applicants in accordance with the Rules and Regulations of the Department of Education and Skills and the School’s Enrolment Policy. Lusk Junior National School, St Maccullins aims to promote and develop the physical, social, emotional and educational aspects of the child.

### Rationale

To provide a framework for the selection of new applicants to Lusk Junior National School, St Maccullins.

**Application for Enrolment**

Parents seeking to enrol their children in Lusk Junior National School are required to complete a pre-enrolment application form (available in the school office) to the school between 1st school day in January, and the last school day in January, prior to the September of admission.

Parents should supply an original Birth/Adoption Certificate, and a copy of a household utility bill with their application form.

First round offers of places will be issued within one week of the closing date for applications. The final date for acceptance of offers by successful candidates shall be specified by the Board of Management on an annual basis.

The names of children for whom pre-enrolment application forms and Birth/Adoption Certificates have been returned (who did not receive an offer of a place) will be placed on a waiting list. Subsequent offers may be made according to the criteria outlined below.

## Selection Criteria

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Lusk Junior National School, St Maccullins takes cognisance of the rights of the existing school community, and in particular, the children already enrolled. This requires balanced judgements in deciding questions of enrolment, guided by the principles of natural justice and/as acting in the best interest of all children. No application for enrolment in the school will be accepted unless the child will have reached their fourth birthday before the 1st of September of that academic year.

The Board of Management reserves the right to determine the maximum number of children in each class bearing in mind, in particular.

1. The size of and available space in classrooms
2. The educational needs of children of a particular age, priority to the oldest
3. The existence of multi-grade classes
4. The presence of children with special educational needs
5. Department of Education and Skills maximum class size directives
6. The parameters of the schools Health & Safety Policy

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, the following criteria, in the order set out, will be used to prioritise children for enrolment:

1. Children, who were unsuccessful above in their application the previous year, who live within the parish boundary, will be given priority in accordance with (a-f) above. This will not apply to children who have started in another school.
2. Siblings(including step-siblings)of current pupils in Lusk National Schools, resident at the same address, who have reached the age of 4 years prior to the 1st January of the year of enrolment
3. All other applicants living within the parish and children of staff members of Lusk National Schools (including teachers, SNAs, Secretaries, Care Takers) shall be considered according to age. Priority will be given to the oldest within this group.
4. Children living outside the parish boundary who do not have a parish school within their own parish boundary.
5. Where a strict application of the above criteria, or any of them, would directly or indirectly discriminate against an individual applicant or any group of applicants, then that criterion or those criteria shall not be applied in relation to the instant applicant or group of applicants, or shall be interpreted in such a manner as does not give rise to discrimination.
6. In the event of only one place remaining to be filled, where two applicants of the same birth date are next on the waiting list, the child whose application was returned to the school first shall be awarded the place (all applications for enrolment shall have the date and time of return noted on the form).

Other pupils are enrolled during the school year (if newly resident in the parish), subject to the criteria set out above a to f.

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools and subject to:

* The school Enrolment Policy
* The school being satisfied with the reasons for the transfer
* The school regarding the move to be in the best interests of the pupil
* Available space.

Lusk Junior National School welcomes children with Special Educational Needs.Parents of children with Special Educational needs are required to supply all relevant documentation e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, physiotherapy reports etc with the application form.

Where the Board of Management, or the parents of children with special educational needs, feel relevant resources available to us are inadequate to the special needs of the applicant child/children, parents are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

The Board of Management reserves the right to refuse enrolment in exceptional circumstances for example: -

(a) The pupil has special 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.

(b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or property.

Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. Parents/guardians will be informed of their right to appeal in writing by the school principal if their application is refused. Parents/Guardians have the right to appeal the decision of the Board to the Department of Education (as per Section 29 of the Education Act). If an appeal is initiated the secretary of the Board of Management (usually the school principal) shall prepare a response to the appeals Committee.

Children enrolled in our school are required to co-operate with and support the School’s Code of Behaviour as well as all other policies on curriculum organisation and management. The Board of Management places the onus on Parents/Guardians to ensure that their children co-operate with said policies in an age-appropriate way. All policies are available from school office on request.

The Board of Management requires parents/guardians to read the school’s Code of Behaviour in full, sign it and return the signed page of the Code of Behaviour with the pre-enrolment form (a copy of the school’s Code of Behaviour will be attached to the pre-enrolment forms).

Review

This policy shall be reviewed by the Board of Management, in co-operation with the teaching staff and Parents Association no later than September 2021.

Circulation of Policy

This revised policy is available on-line on the school website for the wider school community at www.luskns.ie. New applicants to the school are provided with hard copies of the policy

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

 Chairperson, Board of Management

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Principal