

# Enrolment Policy



## Introduction

St. Mary's Boys' National School (BNS) is a large Catholic boys' school situated in St. Mary's parish in Lucan, Co. Dublin. The school's catchment area encompasses St. Mary's parish.

Our policy promotes respect for the diversity of values, beliefs, traditions, languages and ways of life in society. Our policy promotes the inclusivity and equality of access of boys with special educational needs.

The parents or guardians of all boys at St. Mary's BNS, by accepting places in the school, are deemed to accept the code of behaviour and ethos of the school on behalf of their boys as well as other policies on curriculum, organisation and management. These policies are amended and revised on an ongoing basis.

## Current Procedures for Enrolment

Applications for enrolment open, for the coming school year, in October. Parents will be asked to fill in an enrolment application and provide copies of boy's original Birth Certificate, Baptismal Certificate (where appropriate) and a recent utility bill. This is only an application for enrolment and it is not in any way an offer or a guarantee of a place in the school.

The Board of Management shall set the final enrolment date for new pupils each year. The closing date for receipt of applications for enrolment for September 2019 is 2.40p.m. on Tuesday 30<sup>th</sup> November, 2018. Offers of places will be made in writing.

The Board of Management reserves the right to set a minimum age for entrants to Junior Infants each year depending on the number of applicants each year.

## Criteria for the Admission of Junior Infants

In the event of applications for enrolment exceeding, or being expected to exceed, the number of places available the Board of Management will allocate places using the criteria below, and in that order.

1. Catholic boys resident in St. Mary's parish, Lucan.
2. Brothers of boys already enrolled in St. Mary's BNS, including brothers of past pupils.
3. Brothers of boys enrolled in St. Mary's Girls' National School.

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4. Catholic boys living outside the parish who do not have a Catholic school in their own parish
5. All Non-Catholic boys who are resident in St. Mary's parish, Lucan
6. All other boys who apply to the school

Priority will be given to the oldest boys within each sub-category. This means that boys in each category are placed in order of age; places are then allocated from each category, in above priority, in order of age, oldest boys first. As a rule, the Department of Education & Skills (DES) Guidelines on class size will be observed. Where any given class size has reached DES guideline numbers, the Board of Management reserves the right to refuse admission.

Parents will be expected to pay a **non-refundable deposit of €100** once their application is successful. This payment will be used to pay part of the book list for Junior Infants.

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## Enrolment of boys transferring from another school

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Boys may transfer to the school at any time from another school within Ireland, subject to available space (in line with current DES class size guidelines) and in relevant cases, with the approval of the Department of Education and Skills. Parents are required to forward all relevant reports and documentation from the boy's previous school. If transferring from another school, the Principal of St. Mary's B.N.S. may make contact with the Principal of that other school prior to the offering of a place.

Boys may transfer to the school at any time from another country, subject to the same conditions as above. The school will select a class level based on the boy's age and needs, not on how many years they have attended school. Parents are required to forward all relevant reports and documentation from their boy's previous school.

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## Enrolment of Boys with Additional Needs

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If a boy has had a psychological report or a speech and language report the school requests parents to provide copies of the reports so that the school can provide for their son's needs.

Where the Board of Management deems that further resources are required, it shall apply for provision of necessary resources. These resources may include, for example, access to, or the provision of, any or all of the following: Resource Teacher for special needs, Special Needs Assistant, specialised equipment or furniture, transport and/or other services. The school shall meet with the parents of the boy to discuss the boy's needs and the school's suitability or capability in meeting those needs.

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The Board of Management reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the BOM, there is evidence of an unacceptable risk to other boys, school staff or school property, or if the applicant 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 applicant with an appropriate education.

## Appealing a decision to refuse to enrol a boy

Where a Board of Management refuses to enrol a student in a school, the parents has a statutory entitlement under Section 29 of the Education Act, 1998, as amended, to appeal that decision to the Secretary General of the Department of Education & Skills.

## Boys transferring to another school

Once a boy has been offered a place in St. Mary's Boys' National School, transfer to another school may only be affected in accordance with National Education Welfare Board (N.E.W.B.) procedures. St. Mary's Boys' National School must be informed, in writing by the parent, of the new school details, including the school address and contact numbers.

This Policy was ratified by the Board of Management on 3<sup>rd</sup> December 2018

Chairperson:

Philip Curran  
Fr. Philip Curran

Date:

6<sup>th</sup> December 2018