



HOLY FAMILY JUNIOR NATIONAL SCHOOL

River Valley, Swords, Co Dublin.

Principal: Mr M Cunningham
Deputy Principal: Mr D Power
Chairperson: Ms M O'Neill

Roll No. 19721R
Phone No: 8404394/ Fax No: 8404446
E-mail: hfnjs3.ias@eircom.net
Website: www.holyfamilyjns.ie

ENROLMENT POLICY

The Board of Management of **Holy Family Junior National School** hopes that in revising this enrolment policy parents teachers and the community at large will understand all aspects in relation to enrolment matters. Furthermore the Chairperson of the B.O.M. Ms Margaret O'Neill, and Principal of the school Mr Mark Cunningham will be happy to clarify any further matters arising from the policy.

Holy Family J.N.S. is a co educational Catholic Primary Junior school under the patronage of the Archbishop of Dublin. It caters for the educational needs of children from **Junior Infants to Second Class**. The prescribed Religious programme for schools in the diocese of Dublin is **"Grow In Love"**. Children of other Religious beliefs are excused from this programme, but there is no facility to withdraw these children when religious instruction is taking place. The children in 2nd class are prepared for the Sacraments of Penance/Reconciliation and Eucharist.

As a Catholic school we are concerned with the education of the whole person, therefore prominence is given to the quality of relationships alongside academic achievement.

This school, which was established by the minister for Education and Skills, aims to promote the full and harmonious development of all aspects of the child; intellectual, physical, cultural, moral, spiritual, including a living relationship with God and with 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.

This school provides Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and promotes the formation of the pupils in the Catholic faith.

General Information

Holy Family J.N.S. is a Co Educational Catholic Primary School in the Parish of St Finian.

At present there are **680** children enrolled in the school. Based on this number of **680** the following is the staffing allocation.

- 1 Administrative Principal**
- 1 Administrative Deputy Principal**
- 24 Class teachers**
- 2 Support teachers**
- 9 Full-time and 1 part-time Special Education Teachers (These teachers cater for children who require Learning Support and Resource Teaching)**
- Allocation of 2 E.S.L i.e. English as a Second Language.**
- 7 Special Needs Assistants (3 full time, 4 part-time)**
- 1 Secretary**
- 1 Caretaker (part -time)**

The number of staff can change in line with staffing requirements of the Department of Education and Skills, and with enrolments.

There are 2 schools on this campus, each has their own roll number and are completely separate from each other.

- 1 Holy Family J.N.S (Junior Infants - 2nd Class)
- 2 Holy Family S.N.S. (3rd Class - 6th Class)

There is, however great co-operation between the 2 schools.

The children from Holy Family J.N.S. transfer automatically to 3rd class in Holy Family S.N.S. We at Holy Family J.N.S. insure in so far as possible that the transfer is a very smooth operation to facilitate the educational and pastoral well being of the children.

The Holy Family J.N.S. follows the curricular programme prescribed by The D.E.S. in accordance with Sections 9 and 30 of The Education Act 1998.

The curriculum is being implemented in accordance with the timetable recommended by D.E.S. The R.S.E. and Stay Safe programmes are both being implemented in the school within the S.P.H.E. programme. Stay Safe is a Child Abuse Prevention Programme. Parents/Guardians can contact the principal if they have any problem with their child participating in this programme.

Within the context and parameters of the D.E.S. regulations and programmes, the school supports the principles of

Inclusiveness with particular reference to pupils with Special needs

Equality of access and participation in school life.

Parental choice in relation to enrolment.

Respect for diversity of values, beliefs tradition, language and culture.

Application Procedure

Application is by invitation to the school (where the attached Enrolment form is filled in by Principal, Secretary or Deputy Principal.) In December/early January the parents and general community are informed by note through school/announcements at Masses and or advertisement in local newspaper/school website that enrolments are being taken at school for New Junior Infants. Parents/Guardians are invited to school on specific days **between specific times to enrol their children. Closing date for receipt of enrolment is January 31st.** All applicants will be notified with a decision within 21 days of the closing date.

All applications received after 31st January will be placed on a late applications waiting list if necessary.

- In the case of all children the Original Birth Certificate/Adoption Certificate.(not a photocopy)
- In the case of Catholic children an original Baptismal Certificate is also required.
- Child's PPSN
- In the case of all applicants a current utility bill (no older than 3 months) as proof of address

All parents/guardians making an enrolment application are invited to a meeting in the school hall in **February**. This meeting is conducted by the principal of the school Mr Mark Cunningham. Parents Association Members, B.O.M. members and staff members may also attend and address meeting if they so wish.

At this meeting the parent body are given information about the school e.g. current enrolment, number of classes, number of Junior Infant classes, numbers of children in each class, resources available to school,

uniform, book lists, format of first day, numbers on waiting list, arrangements for staff meetings, Croke Park/ Haddington Road/Lansdowne Road etc. To end this meeting, parents will be invited to ask questions about any area of school life that they are not familiar with. They are also informed of Parent Information Book, Code of Behaviour and Discipline, Anti –Bullying Code and Support Programme.

On a specific day in June all parents/guardians whose children have been offered and have accepted places for enrolment in the school will be invited to the school at a specific time for the purpose of seeing their child's classroom and meeting their teacher (where possible). All parents/guardians will receive such notice in writing.

When parents/guardians attend this meeting they are issued with a copy of the PARENT INFORMATION BOOKLET / ROUTINES, CODE OF BEHAVIOUR AND DISCIPLINE, ANTI BULLYING CODE AND SUPPORT PROGRAMME. They will also have the opportunity to pay for school services.

Decision Making

The decision in relation to applications for enrolment in Holy Family National School is made by the B.O.M in accordance with school policy. As a general principle and in so far as possible and having regard for school policy **All children** who apply will be enrolled on application, **provided** there is physical space for them. The B.O.M. will take account the D.E.S. guidelines on class sizes.

Enrolment for Junior Infants takes place only on the First School Day of September. There is one intake of Junior Infants every year.

In coming to their decision the B.O.M bound by the D.E.S. Rules For National Schools which states that pupils may be enrolled from the age of 4 years and upwards, (i.e. **child must have reached their 4th birthday by 31st August**) though compulsory attendance does not apply until the child reaches their 6th birthday.

The following are the criteria by which successful applicants are decided in Holy Family Junior National School **(in the event of there being an excess of applicants over available places)**

Category 1

Catholic children living in the parish of St Finian* together with brothers and sisters who attend/attended Holy Family Schools and children of current staff of Holy Family Schools. **(who have reached their 4th birthday on or before 31st March)**

Category 2

Catholic children from outside the Parish who do not have a Catholic school in their parish. **(who have reached their 4th birthday on or before 31st March)**

Category 3

All other applicants resident in the parish of St Finian. **(who have reached their 4th birthday on or before 31st March)**

Category 4

All other applicants resident outside the parish. **(who have reached their 4th birthday on or before 31st March)**

In line with the recommendations of the report of The Special Education Review Body, additional special considerations are taken into account in the case of applicants with specified special needs (see addendum with respect to pupils with special needs)

If the applications within the categories exceed the number of places available, older children will have precedence.

Following the above application process and if there are still places available, these places will be offered as above, to children who have reached their 4th birthday by 31st August.

***Parish boundaries are defined by the Catholic Archdioceses**

Inter –School Transfers

Parents of children for classes (including Junior Infants after 30th September) are expected to visit the school to enrol them. Pupils may transfer to the school subject to, available space in the particular class in question and in some cases the approval of the Department of Education and Science.

In the event of there being an excess of applicants over available places names will be placed on a list. When a vacancy occurs in a particular standard, this place will be offered according to Categories 1-4 above, where older children in that standard, will have precedence. Please note that this school does not operate on a “first come, first served” basis.

When considering applications the B.O.M. must have regard for the relevant D.E.S. guidelines in relation to class SIZES AND /OR STAFFING PROVISIONS OR ANY OTHER RELEVANT REQUIREMENTS CONCERNING Physical space and the health safety and well being of the children.

While recognising the rights of parents to enrol their children in the school of their choice The B.O.M. of H.F.J.N.S. is also responsible to respect 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 children in such circumstances, the B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind

- A. SIZE OF AVAILABLE SPACE IN CLASSROOM.**
- B. EDUCATIONAL NEEDS OF CHILDREN OF A PARTICULAR AGE.**
- C. MULTI GRADE CLASSES.**
- D. PRESENCE OF CHILDREN WITH SPECIAL EDUCATIONAL/BEHAVIOURAL NEEDS.**
- E. D.E.S MAXIMUM CLASS AVERAGE DIRECTIVES (CURRENTLY 27)**

Children enrolled in the school are required to co-operate with, and support the School/B.O.M's Code of Behaviour as well as all other policies on curricular, organisation and management.

The B.O.M. places Parents/Guardians responsible to ensure that their children co-operate with said policies in an age appropriate way. The School Code of Behaviour & Discipline is outlined in the Information book issued to all parents.

School Opening Hours: School open to receive children at 8.50 am. Classes begin at 9.10 am.

Morning Break: 10.30 – 10.40 am.

Lunch 12.00 – 12.30 pm.

Dismissal: Junior/Senior Infants: 1.30 pm

First/Second Standards: 2.30 pm

The School Authorities, Principal and Staff do not accept responsibility for your children before 8.50 am or after the pupils have been dismissed at the above times.

ADDENDUM TO SCHOOL ENROLMENT POLICY WITH RESPECT TO PUPILS WITH SPECIAL NEEDS.

1. A clear statement of the extent of the child's special learning difficulty/physical needs to be sought from the agency dealing with the case.
2. **Up to date Psychological / Speech and language reports to be provided.** Following receipt of these reports. The B.O.M. will assess how the school will meet the needs specified in the report. Where the B.O.M. deems that further resources are required, it should prior to enrolment, request the D.E.S. to provide the resources required to meet the needs of the child 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/specialized equipment or furniture, transport services or other.
3. If currently enrolled in another school, an up to date report to be sought.
4. An analysis of the requirement of the child's educational and physical needs and our ability to meet these needs.

Meeting with parents to discuss the case at which the above are discussed. Full consideration of the parents' wishes to be taken into account and balanced with the above. It may be necessary to convene a full case conference involving all parties which may include parents, principal, class teacher, resource teacher, visiting teacher, psychologist, speech therapist, occupational therapist social worker, as appropriate. As with all pupils regular reviews of progress are our policy. Where it is deemed that

- (a) a child is not benefiting from a place in Holy Family JNS i.e. his/her educational, emotional, and behavioural needs are not being met due to the lack of specialised teaching resources, funding or facilities.
- (b) the presence of the child in Holy Family JNS would cause a situation where educational needs of other children are not being fully met.
- (c) a child cannot cope or who exhibits challenging behaviour i.e. behaviour which prevents the child from accessing the curriculum or behaviour which prevents other children from accessing the curriculum or a child who is deemed to be a danger to him/herself or others, the Board of Management reserves the right to reduce the length of the school day for that child.

Then the Board of Management reserves the right, in consultation with the Parents/Guardians, through the Principal, to seek a placement in a school better able to meet the child's needs.

Decision on placement to be taken based on the child's assessed educational and special physical needs and on the ability of the school to provide for these needs while continuing to provide for the educational needs of the pupils already enrolled in the school.

The Board of Management reserves the right to refuse enrolment in very exceptional circumstances.

GIFTED CHILDREN:

Holy Family J.N.S. recognises that exceptionally gifted children may be registered pupils of this school. Curriculum planning by individual teachers will ensure that the resources of the school, teaching and material, will be applied to such children to maximise their potential.

Under Section 29 of the Education Act 1998 parents/guardians have a right to appeal a refusal by the school to enrol a child. The appeal to the Department of Education & Science must be made within 42 calendar days from the date the decision was notified to parents/guardians.

Department of Education & Skills,
Section 29 Appeals Administration Unit,
Friar's Hill Road,
Mullingar,
Co Westmeath.

This policy will be reviewed annually

Signed: _____
Ms Margaret O'Neill, (Chairperson)
Board of Management, Holy Family J.N.S.

Dated: _____