



# HOLY FAMILY JUNIOR NATIONAL SCHOOL

## River Valley, Swords, Co Dublin.

Principal: Mr D Power  
Deputy Principal: Ms M McNally  
Chairperson: Mrs M O'Neill  
Charity No: 20119300

Roll No. 19721R  
Phone No: 8404394  
Fax No: 8404446  
E-mail: hfjns3.ias@eircom.net  
Website: www.holyfamilyjns.ie

### ADMISSIONS POLICY

The Board of Management of **Holy Family Junior National School** will revisit this admissions policy annually in advance of taking enrolment applications. The Board will update the enrolment criteria as required. This is done to provide a clear understanding of the enrolment process in our school for parents, teachers and the community at large. This policy is in accordance with the provisions (insofar as they have been commenced) of the Education (Admissions to Schools) Act 2018, the Education Act 1998, the Education Welfare Act 2000, Equal Status legislation and directives of the Patron.

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**. This school aims to promote the full and harmonious development of all aspects of the child; intellectual, physical, cultural, moral, and spiritual, including a living relationship with God and with other people. 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 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. 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 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 Roman Catholic children in 2<sup>nd</sup> class are prepared for the Sacraments of Penance/Reconciliation and Eucharist.

#### General Information

**Holy Family J.N.S. is a Co Educational Catholic Primary School in the Parish of St Finian.**  
At present there are **644** children enrolled in the school. Based on the number of **650(30<sup>th</sup> September 2018)** the following is the staffing allocation.

- 1 Administrative Principal
- 1 Administrative Deputy Principal
- 24 Class teachers
- 1 Support teacher
- 1 Full-time and 1 part-time Special Education Needs Teachers (These teachers cater for children who require Learning Support and Resource Teaching)
- 2 E.A.L i.e. English as an Additional Language.
- 10 Special Needs Assistants (7 full time, 3 part-time)

- I Secretary
- I Caretaker (part -time)

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

The Holy Family J.N.S. follows the curricular programme prescribed by 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.

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.

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. In making application to the school, Parents/Guardians undertake to support the school's policies, and the B.O.M. expects them to ensure that their children co-operate with said policies in an age appropriate way.

**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.*

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 - 2<sup>nd</sup> Class )
- 2 Holy Family S.N.S. ( 3<sup>rd</sup> Class - 6<sup>th</sup> Class )

Both schools work very closely together with the children from Holy Family J.N.S. transferring automatically to 3<sup>rd</sup> class in Holy Family S.N.S. We at Holy Family J.N.S. ensure in so far as possible that the transfer is a very smooth operation to facilitate the educational and pastoral well-being of the children.

## Application Procedure for New Junior Infant Classes

Each January Parents/Guardians are invited to make an application for a place in the Junior Infant classes which will be formed for August/September of the same year. There is one intake of Junior Infants every year, this being at the commencement of the school year and all applicants must have reached their 4<sup>th</sup> birthday by 31<sup>st</sup> August.

In December/early January the parents and general community are informed that the school will be accepting applications for enrolment for New Junior Infants. This is done by note through schools, announcements at Masses, and posted on the school website and local advertising.

**Details of the documents required to complete the application are also supplied, these being:**

1. Original Birth Certificate/Adoption Certificate.(not a photocopy)  
All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.
2. Child's PPSN (requirement from Department of Education & Skills)
3. Two original items as proof of address, issued within 3 months:
  - one being a gas/electricity bill \*\*\* **and**
  - any one of the following: Statement from Bank/Building Society/Credit Union, Letter from Dept. Social Protection/Revenue. Other official correspondence from an Irish State Agency.  
(not required in the case of siblings who attend or have attended Holy Family Schools)
4. Eircode
5. E-mail address for one parent/guardian
6. Any other relevant reports eg, medical/psychological/speech & language reports. Any special needs must be referred to at application stage (see addendum with respect to pupils with special needs).

**\*\*\*Where the applicant cannot present the stipulated utility bill, a letter from a Peace Commissioner / Commissioner of Oaths, confirming that the address given is the primary residence of the child/applicant. This letter must be dated within the previous 3 months of the date of application.**

As Catholic children in this school are prepared for the Sacraments of First Confession & First Holy Communion we request that an original copy of their Baptismal Certificate be supplied at a later date.

A member of staff will meet parents/guardians to fill an Enrolment Application Form. The required documentation will be checked first. **The application cannot proceed unless all documentation is supplied.** The applicant will be required to return with the documents, before the closing date to make an application. The Parent/Guardian is then asked to check, sign and date the application confirming that all information given is true. Offers of places will be based on this evidence and be withdrawn if this information is subsequently found to be false.

For administrative reasons the school will designate specific days and times to take applications for enrolment. This will usually be in January of the year your child is due to commence school. However, valid applications for enrolment will be accepted up to the closing date on January 31<sup>st</sup> at 2.30 pm.

As this school does not treat applications for enrolment on a "first come, first served" basis, the school does not accept applications for New Junior Infants in advance of the specified application time, and all late applications will be placed at the end of the list of applicants.

All parents/guardians making an application receive a copy of the Admissions Policy which is also available on our website.

Except in exceptional circumstances a decision regarding enrolment will be made and notified to parents within 21 days of the closing date.

Parents/guardians of children who have been offered places are invited to a parents/guardians information meeting in the school hall March/April. This meeting is conducted by the principal of the school. 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 bring their child 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 welcome pack containing copy of the PARENT INFORMATION BOOKLET / ROUTINES, CODE OF BEHAVIOUR AND DISCIPLINE, ANTI BULLYING CODE AND SUPPORT PROGRAMME. They sign a form confirming receipt of same.

The children are formally enrolled in the school on the first day of the school year.

### 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.

In so far as possible and having regard for school policy, all children who apply will be enrolled, provided there are places for them. The B.O.M. will take account the D.E.S. guidelines on class sizes.

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

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

### Category 1

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 4<sup>th</sup> birthday on or before 31<sup>st</sup> August)**

\*Parish boundaries are defined by the Catholic Archdioceses

### Category 2

All other applicants resident outside the parish. **(who have reached their 4<sup>th</sup> birthday on or before 31<sup>st</sup> August)**

All valid applications received by the closing date will be ranked by category. Rankings within each category will be determined by date of birth. Priority is given to the oldest children **within each category**. Available places are allocated to Category 1 first, in order of age, oldest children first. Any unfilled places will then be offered to Category 2, in order of age, oldest children first

Applicants will now be notified of the BOM decisions. Notification will be in writing to the address provided.

The available places will be offered in writing to applicants following the order detailed above. Successful applicants are asked to complete and return an Acceptance/Non-acceptance slip by the specified date. Where the applicant's parents decide not to send their child to school that particular year, the applicant's place cannot be deferred. A new application must be made the following year should the parent/guardian decide to do so.

The remaining names now constitute a "Waiting List", ranked from first to last, oldest children first.. Unsuccessful applicants are informed in writing and are told where they are on the waiting list. Where the school receives confirmation of a rejected offer of a place, that place will be offered to the child at the top of the waiting list as soon as possible.

### **Late Applications**

Applications for enrolment in New Junior Infants will be accepted after the closing date. These are deemed late applications, and will be considered when:

- Applicants who made a valid application by the closing date have been offered and accepted/declined a place
- Applicants on the "Waiting List" (should one exist) have been offered and accepted/declined a place

Should places remain available at this point, the late applicants will be ranked according to Categories 1 & 2 above and will be offered places in this order.

Where the waiting list is not cleared earlier, it will be in operation until September 30<sup>th</sup> of that year, by which time all Junior Infants places will have been filled. At this time all information held by the school on unsuccessful applicants will be destroyed. An unsuccessful applicant may reapply for a place in Junior Infants the following year should they choose to do so, provided they have not been enrolled in another recognised school.

From October 1<sup>st</sup>, applications for Junior Infants will only be considered where they are Inter-School Transfers.

### **Application Procedure for Inter –School Transfers**

This section applies where children are already pupils attending a recognised school.

The Board of Management of the Holy Family JNS may accept pupils transferring from another school subject to space being available in the particular class in question, and subject to the Board being satisfied that the transfer is in the best interests of all concerned. The Board will seek the approval of the Department of Education and Skills where applicable.

While recognising the right of parents to enrol their children in the school of their choice, the Board is also obliged to respect the rights of the existing school community and in particular the children already enrolled.

When considering applications the Board must have regard for the relevant D.E.S. guidelines in relation to class size and/or staffing provisions together with any other requirements concerning physical space and the health, safety and well being of the children. This requires balanced judgements, acting in the best interest of all children.

The Board reserves the right to refuse an application for transfer to the school, and to determine the maximum number of children in each separate classroom bearing in mind

- The available space in each classroom
- The educational needs of children of a particular age
- The educational needs of the applicant
- The presence of pupils with special educational/behavioural needs
- The question of multi-grade classes
- The prevailing Pupil-Teacher Ratio as per DES

Parents of children seeking a transfer to any class (including Junior Infants after 30<sup>th</sup> September) are expected to visit the school to complete a Transfer Application Form. The documentation required is as listed above, together with recent school reports and any assessment reports. The school may contact the child's current school to seek additional information.

Application may be made at any time during the school year.

In the event of there being an excess of accepted applicants over available places for any class, names will be placed on a list. The applicant's name may remain on this list until the school is requested to remove it, or the child is no longer a candidate for the Junior School. Applicants for each standard will be ranked according to Categories 1 & 2 above. Please note that the addition of another applicant may alter the previous ranking, as the school does not operate on a "first come, first served" basis.

When a vacancy occurs in a particular standard, and where the Board sanctions filling it, this place will be offered to the applicant who is first on the list when that vacancy occurs. The child may join the class at any point in the school year, once the application is in order and accepted by the Board.

Lobbying of School personnel or Board members regarding admission will disqualify an applicant.

### **Transfers out**

Parents/Guardians are requested to inform the school when their child will be transferring to another school or leaving the country. This notification should be in writing, it should specify the name and starting date for the new school/country to which the child is moving, and the date of final attendance in the Holy Family J.N.S. This allows the school offer the vacated place as detailed above.

Parents should be aware that subsequent to the written notification, if the transfer does not take place; they will have to apply to the school for a place as detailed above.

Where there is no notification provided, the school will be informed of the child's attendance in a new school by that Principal (Education (Welfare) Act (2000), Section 20), or, the child will accrue 20 consecutive school days absences. At this point the vacated place will be offered to the next person on the waiting list.

## **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 N.C.S.E.(National Council for Special Education)/D.E.S.(Department of Education & Skills) 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. This may involve visiting child's current school/preschool.

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 modify 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 will 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 modify the school day in the best interests of the child and/or the other pupils/adults in the class.**

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

## **Children with Exceptional Ability**

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.

## **Appeals**

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 & Skills 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.  
N91 H30Y

## **Data Protection**

The school is a Data Controller under the Data Protection Act 1988 and 2003. Personal data supplied on the Enrolment Form will be used for the purpose of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for Holy Family JNS to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive and the National Educational Welfare Board.

Contact details will also be used to notify parents of school events and activities. The school relies on parents to provide accurate and complete information and to update the school in relation to any change in the information provided.

It is a condition of enrolment that relevant pupil information is uploaded onto the Department of Education & Skills Pupil Online Data Base (POD) when the pupil is enrolled. Further information on [www.education.ie](http://www.education.ie)

In the case of partnership breakdown/separation the Board requests that any dispute should not involve the school. Any legal custody information should be notified to the principal's office.

## **Annual Admission Notice**

An annual admission notice will be available to parents and the wider school community as a hard copy from the school and on our website [www.holyfamilyjns.ie](http://www.holyfamilyjns.ie). This will give information to parents on how to access the schools' Admission Policy, application procedure, the relevant dates for the admission process and the number of school places available in junior infants for the school year concerned (this may be dependent on staffing schedule being released from DES for the next school year)

## **Implementation, Review & Communication**

This Policy was ratified by the Board on 23/10/19 and approved by the Patron.

This Policy is available to view on the School's website or a copy can be accessed from the School office.

*This policy will be reviewed annually*

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

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

Dated: \_\_\_\_\_