

Enrolment/Admission Policy

St. John Bosco is a Junior boys' Catholic school catering for boys from Junior Infants to First Class. It aims to provide a happy, secure, friendly learning environment where children, parents, teachers, ancillary staff and Board of Management work in partnership; where each individual is valued, encouraged and respected for their uniqueness.

It is our aspiration that in this atmosphere where Christian values are promoted, that the moral, academic, aesthetic, social, physical and emotional potential of the child can flourish, his self-esteem is enhanced and rightful dignity be accorded to each person.

This Board of Management of St. John Bosco Junior Boys' School, Navan Road, Dublin 7 wish to state that we are setting out our policy in accordance with the provisions of the Education Act 1998. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters and that furthermore the Chairperson of the Board of Management, Caitriona Hayden, and the Principal Teacher, Clodagh Farrell at St. John Bosco Junior Boys' School will be happy to clarify any further matters arising from the policy.

General Information on this school.

This is a Catholic parish school for boys, under the patronage of Archbishop Diarmuid Martin, Archdiocese of Dublin.

Name of School:	St. John Bosco Junior Boys' School
School Address:	Navan Road, Dublin 7
Telephone:	01-8380495
Fax:	01-8380495
School Roll Number:	18632N
Email:	stjohnboscojbs@dublin.ie

We have 12 full time teachers.

This allocation is made up of 8 class teachers, a principal, one fulltime Learning Support Teacher, one shared Learning Support and Language Teacher and one shared Resource Teacher.

The classes range from Junior Infants to 1st Class. We have 3 Junior Infant, 3 Senior Infant and 2 First Classes.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. Our school policy must at all times have regard to resources and funding available.

This school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 and 30 of the Education Act (1998),

Within the context and parameters of Department of Education & Skills regulations and programmes, the rights of the Patron as set out in the Education Act and the funding and resources available, this school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- Equality of access in relation to enrolment;
- Parental choice in relation to enrolment;
- Respect of the diversity of values, beliefs, traditions, languages and ways of life in society.

Criteria for Enrolment

The Board of Management wishes to state that it is bound by Department of Education and Skill's Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until age of 6 years.

The Board of Management will use the following categories in determining how places are to be allocated when applications exceed availability.

If there are more qualifying applicants in a category than available places, then the Board will make offers on the basis of the age of the child with the oldest applicant getting the first offer and so on.

If you wish your son to be considered as being of the parish please submit recent proof of residential address. (utility bill, bank statement, letter from any government agency)

The categories are listed below in order of the priority afforded to each.

1. Catholic boys of the parish who were not offered a place on age grounds in the previous academic year.
2. Catholic boys of the parish and brothers of pupils in the school.
3. Brothers of children in the parish schools and sons of staff members of all schools on campus.
4. Non-Catholic boys of the parish.
5. Catholic boys who live outside the parish.
6. All other applicants.

Generally, Junior Infants may be admitted to the school during the school year while places remain to be filled.

This flexibility will also prevail in Senior Infant and First Classes where new families wish to transfer to this school. This applies where places are available and with the approval of the Department of Education and Skills. The Board of Management will determine the maximum number of boys in each classroom

The Education Welfare Act (2000) contains some specific new provisions in relation to the Transfer of pupils including the requirement that information concerning attendance and the child's educational progress, should be communicated between schools.

Parents may request a transfer note at any time during year.

The Enrolment of children with Special Needs

St John Bosco JBS welcomes boys with special needs. The same criteria of enrolment as set out above applies to boys with special needs. We ask parents to disclose on their application form any medical or other condition which their son has which might be relevant in his life in school and to provide all relevant documentation to the school, e.g. any previous school and professional reports, such as from a psychologist, speech therapist, family doctor or medical specialist. These will assist the school in ascertaining the support services that the boy needs. Where such reports are not available, it is open to the Board to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his disability or special needs and to profile the support services required.

If extra resources are deemed necessary to meet the needs of the boy the school will request those resources from The Department of Education. These resources may include for example, access to, or the provision of, any or a combination of the following, visiting teacher service, special needs assistant, specialised equipment or furniture, transport service or other. The school may request a meeting with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties may be held, which may include parents, principal, class teacher, Learning Support/Resource teacher, or psychologist as appropriate.

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

- The pupil has 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 or
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

Procedures

Applications for **Junior Infants** will be accepted from the September of the year prior to the successful applicants starting school.

Parents wishing to apply for a place in the school for their son must fill out and return an **application form** which is available from the school. This form must be returned before the closing date on January 31st. The closing date will be announced in the Parish newsletter. All forms must be accompanied by an **original Birth Certificate** and **Baptismal Certificate** (in the case of Catholic children). These documents will be photocopied and the originals returned by return of post. The child will be registered under the name which appears on the Birth Certificate. A recent **proof of address** should also be enclosed if the child lives in the parish.

The Board of Management will notify successful applicants in writing within 21 days of the closing date. As well as deciding to whom offers are to be made the Board will also compile a list of those who have as yet been unsuccessful. This list will be compiled according to the criteria for enrolment. Subsequent offers of places will take place as vacancies arise. Offers will be made on the basis of applicants' places on the list. This list will be active until the 1st October after the successful applicants started Junior Infants.

Parents of children who have been accepted for enrolment must inform the school, in writing, within **14 days** if they wish to accept the place. Failure to do so will result in re-allocation of the place.

As in general principle, and in so far as is practicable having regard to school's enrolment policy, children will be enrolled on application in Senior Infants and First Classes provided that there is space available.

Appeals

Any parent not satisfied with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and lodged within ten days of receiving notification from the school that your application has been unsuccessful. If you are unhappy with the outcome of this process, you have a right of appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. The appeal should be submitted within 42

calendar days from the date the decision of the Board of Management was notified to the applicant.

Code of Behaviour

Children enrolled in the school are required to co-operate and support the School's Code of Behaviour. The Board of Management places the responsibility on parents/guardians to ensure that their sons co-operate with this policy. The Code of Behavior is issued to parents with the offer of a place in the school. In relation to school discipline, including the suspension or expulsion of any pupil, the Board of Management will at all times adhere to fair procedure based on the principles of natural justice as set out in the guidelines provided by the National Education Welfare Board

This policy will be reviewed every 3 years.

This policy was ratified by the Board of Management in December 2012

Signature of Chairperson_____