



## ***Enrolment Policy***

The enrolment policy of Belgrove Senior Girls' School (hereinafter called "The School") has been formulated in accordance with the provisions of the Education Act 1998 and the Board of Management trusts that by doing so, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the School Principal will be happy to clarify any further matters arising from the policy.

This policy was reviewed in March 2017.

### ***THE SCHOOL***

The School is a Roman Catholic Primary School for Girls under the patronage of the Archbishop of Dublin and promotes a Catholic ethos. In doing so, it caters for the cognitive, intellectual, physical, cultural, moral and spiritual development of girls from Second Class to Sixth Class.

The School is funded by and depends on grants and teacher resources provided by the Department of Education & Skills and operates within the regulations laid down by the Department. The Board of Management is accountable for, and must take due regard of the resources and funding made available. The School follows the curricular programmes prescribed by the Department of Education & Skills. The School is subject to relevant legislation in particular the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004), health and safety law, and equality law.

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, the 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 and participation in the school;
- Parental choice in relation to enrolment;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### ***PROCEDURES FOR ENROLMENT***

The enrolment into Second Class of all pupils in First Class in Belgrove Infant Girls' School is automatic.

For all other applicants:

- **The completion of an “Application to the Board of Management for an Enrolment Form” or the placement of a child’s name on a list does not confer any right to a place in the school**
- Forms for an “Application to the Board of Management for an Enrolment Form” are available through the school office. Parents/ Guardians will be required to return the completed Application Form along with proof of address (copy of household/utility bill), copies of their daughter’s Birth Certificate and Baptismal Certificate (as relevant)
- **Applications will be considered as they arise, based on**
  - **the Criteria for Enrolment set out below**
  - **the maximum number of pupils as recommended by the Department of Education and Skills for enrolment in the School**
  - **the number of pupils enrolled in the School at the time an application is to be determined or projected enrolment at the date on which it is intended the applicant commence school, whichever is the more relevant**
- The Board of Management will respond to this request in a timely manner
- It may not always be possible to offer a place in the school on application, in which case the girl’s name will be put on a reserve list for applicants, pending a place becoming available.

While recognising the rights of parents to enrol their child in the School of their choice, the Board of Management must also respect the rights of the existing school community and in particular, the children already enrolled.

### ***CRITERIA FOR ENROLMENT***

The Board of Management has determined the enrolment priority to be applied in the following order, other than in the case of pupils from Belgrove Infant Girls’ School.

1. Girls from the parishes of St. John the Baptist, St. Anthony and St. Gabriel.
2. Sisters of children already enrolled in the school.
3. Sisters of children enrolled in Belgrove Infant Girls’ School, Belgrove Junior Boys’ School or Belgrove Senior Boys’ School.
4. Daughters of teachers on the staff of the school
5. Children from outside the above three parishes.
6. Order of application.

In the event of any of the above categories being over-subscribed, priority will be given to Catholic children.

**The need for an exception to these criteria may arise, due to unforeseen circumstances. The Board of Management will determine these on a case by case basis.**

### ***ENROLMENT OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS***

In relation to the enrolment of a child with special educational needs, a recent Psychological Assessment and, if applicable, a medical report will be required. This

is to enable the Board of Management to establish the educational and resource needs of the child relevant to her disability or special needs, to profile the support services required, and to assess the School's suitability or capability in meeting those needs. The support services available to the child will be in accordance with the level of resources provided by the Department of Education & Skills to the school. The Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school.

### ***CHILDREN OF OTHER FAITHS OR NO FAITH***

It is expected that all pupils and their parents/guardians will respect the Catholic education and ethos of the school. However, it is open to parents of children of other faiths or none, to request specifically in writing, that their child be excused from attendance at formal religious instruction classes and Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

### ***CODE OF BEHAVIOUR***

Children enrolled in Belgrove Senior Girls' School are required to co-operate with and support the School's Code of Behaviour and to abide by school policies and procedures, as outlined in the School's information booklet, in policy documents and in school circulars and newsletters. The Board of Management places the responsibility on Parents/Guardians to ensure that their children co-operate with school policy.

### ***APPEALS PROCEDURE***

In line with Section 28 of the Education Act (1998), parents who are dissatisfied with a decision to refuse enrolment (or exclude their child from the school for disciplinary reasons), may request the Board of Management to review its decision. This request must be addressed in writing to the Chairperson of the Board, stating the grounds for a review, and must be lodged within ten days of receiving the refusal. Parents, if unhappy with the outcome of this review, may appeal to the Department of Education & Skills under Section 29 of the Education Act, on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the enrolment refusal from the school.

*Márta/March 2017*