



# ST. JOSEPH'S BOYS' NATIONAL SCHOOL TERENURE DUBLIN 6

## School Admissions & Participation Policy

|  |   |
|--|---|
| <b>School Principal:</b>                 | <b>Ms. Anne McCabe</b>  |
| <b>Chairperson, Board of Management:</b> | <b>Very Rev. Philip Bradley Admin.</b>  |
| <b>School Secretary:</b>                 | <b>Ms. Josephine Crowley</b>  |
| <b>Telephone No.</b>                     | <b>4906905</b>  |
| <b>Web:</b>                              | <b><a href="http://www.stjosephsterenure.ie">www.stjosephsterenure.ie</a></b> |

The school's admissions & participation policy has been formulated by the Board of Management following consultation with the school staff and the Parents' Association and in accordance with the Education Act 1998, The Education Welfare Act 2000, The Equal Status Act 2000 and The Education for Persons with Special Education Needs Act 2004.

### School Ethos:

St. Joseph's Boys' National School, Terenure founded in 1866 is a Roman Catholic School for boys only under the patronage of the Roman Catholic Archbishop of Dublin. The school aims to promote the full and harmonious development of all aspects of its pupils i.e. their intellectual, physical, cultural, moral, social, linguistic and spiritual attributes. "The 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 pupils in the Catholic Faith."(Catholic Primary School Manager's Association Handbook).

### School Organisation and Management

The school is managed in accordance with the "Rules for National Schools", and all relevant legislation. The Department of Education and Skills provides a percentage of funding for the running of the school whilst also determining the teaching staff allowed. The Board of Management is obliged at all times to have regard to the resources and funding made available to it by the Department of Education and Skills. Saint Joseph's is an inclusive school which provides education only for boys, from Junior Infants to 6<sup>th</sup> class.

The Board of Management is comprised of representatives of the patron, parents, teachers and community and holds office for a period of four years. Elections to the Board of

Management are organised in accordance with the “Constitution of Boards of Management and Rules of Procedure”. The School Board of Management is constituted as follows:

- 2 Direct Nominees of the Patron
- 1 Teacher Nominee
- 2 Parent Nominees
- 2 Community Nominees
- The school Principal

## **Teaching Staff**

The school teaching staff is prescribed by the Department of Education and Skills on an annual basis. This is currently comprised of:

- (i) The School Principal
- (ii) Seventeen Main Stream Class Teachers appointed under the staffing schedule issued by the Department of Education and Skills.
- (iii) The number of teachers including resource teachers is subject to change. Resource and Learning Support teachers deal with the special education needs of the pupils. These are supported in their work by Special Needs Assistants.

## **School Curriculum**

The school curriculum is prescribed by the Department of Education and Skills. In addition to the above the school currently provides extra-curricular activities outside of regular school hours such as art, music, sport, French, speech and drama, swimming, chess and climbing. These activities may vary according to the availability of teachers to provide them. The school promotes the integration of pupils with special educational needs and supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- 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.

## **Enrolment of Children with Special Educational Needs:**

In relation to applications for enrolment of children with special needs, the Board of Management will request a copy of all relevant information and reports to support the application including the child’s assessment report. Where these are not available it will be requested that the child be assessed. The purpose of the assessment is to assist the school in establishing the educational and care needs of the child relative to his disability or special needs and to plan and put in place the support services required.

The Board will determine how the school can meet the needs specified in the assessment and may request further support provision from the Department of Education and Skills prior to the enrolment of the child. The school will meet with the child's parents to discuss the child's needs and the school's suitability or capability in those circumstances. If necessary, a case conference involving all parties may be convened. This conference may include parents, Principal, class teacher, learning support teacher, psychologist, visiting teacher and other professionals as appropriate. The Board of Management will endeavour to have all resources and support measures in place before the child is admitted to the school. The Board of Management reserves the right to refuse enrolment in the following **exceptional** circumstances:

- (a) If a pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with an appropriate education
- or
- (b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

### **Procedure for applying for a place in the school.**

Parents/guardians requiring an application form for their child should contact the School Secretary, Ms. Josephine Crowley, St. Joseph's BNS, Terenure, Dublin 6 Tel. (01)4906905 or the Principal, Ms. Anne McCabe. An application form may be downloaded from the school web-site [www.stjosephsterenure.ie](http://www.stjosephsterenure.ie). Following receipt of the application form and stamped addressed envelope the school will issue a copy of the school's admission and participation policy to the applicant. Otherwise it may be obtained on the school website.

### **Admission to Junior Infant Classes.**

Places for Junior Infant Classes are offered in January/February of the year of entry. The Board of Management will write to parents/guardians of children who are eligible, offering them a place for their child. The Board is obliged to ensure that the criteria laid down in the enrolment policy are met. In order to do this the Board requires parents to provide it with:

- (i) A copy of the child's birth certificate
- (ii) A copy of the child's baptismal certificate
- (iii) Verification of residence
- (iv) The child's PPS number

**To secure a place parents must return the acceptance form along with the above documentation within the specified time or forfeit the place.** A meeting of parents of the new Junior Infants is held in the third term of the school year.

## **Procedure for Offering Places**

Currently the school receives more applications for places than it can accommodate. Places are offered in accordance with the following criteria in descending order.

- (i) Catholic boys who are resident in St. Joseph's Parish, Terenure and brothers of children who are enrolled in the school.
- (ii) Catholic brothers of girls enrolled in the Presentation Convent.
- (iii) Catholic boys from adjacent Roman Catholic Parishes that do not have a primary school e.g. Kimmage Manor, Rathgar, Milltown, Beechwood.
- (iv) Other boys living in St Joseph's Parish.
- (v) Order on which names are recorded and who are not included in the above categories.

In the event that there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the oldest.

## **Pupils transferring from other schools:**

Pupils may transfer to St. Joseph's School from other schools provided places are available for them and subject to Rule 64 of the Rules for National Schools and Section 20 of the Educational Welfare Act 2000. Places in the school will be offered to these children in accordance with the procedure which applies to Junior Infants. Parents are requested to provide copies of school reports and other relevant information. Children may be enrolled during the course of the school year if they are newly resident in the area and provided a place is available in the school.

## **Re-admission to the school**

Pupils who transfer from the school to attend a special school will be re-admitted provided a place is available for them and subject to the conditions set out for the enrolment of pupils with special educational needs set out above.

## **Code of Behaviour & School Policies**

Children enrolled in the school are required to co-operate with and support the school's Code of Behaviour as well as all school policies. Parents/guardians are responsible for ensuring that their child/children co-operate with these policies. In accordance with requirements of the Education Welfare Act 2000 (24(3)) parents will be provided with a copy of the school's Code of Behaviour on request before their child is registered in the school. The Board of Management as a condition of registering the child requires the child's parents/guardian to confirm in writing that:

- (i) The Code of Behaviour is acceptable to them,  
And
- (b) They will make all reasonable efforts to ensure that their child complies with the Code of Behaviour and the policies of the school.

## **Queries regarding the school's Admission & Participation Policy**

Queries regarding the school's Admissions & Participation policy and/or its implementation should be directed in the first instance to the School Principal, Ms. Anne McCabe.

This policy has been sanctioned by the Patron and comes into effect from October 2008 and has been revised and approved on 24<sup>th</sup> November, 2014.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Chairperson,  
Board of Management