



St. Raphaela's Primary School

Enrolment Policy

St. Raphaela's Primary School is a Catholic school under the patronage of the Archbishop of Dublin. As a Roman Catholic school, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. While the religious education we provide is in accordance with the doctrines, traditions and practices of the Catholic Church, we respect and acknowledge the diverse beliefs, religions and ways of life of peoples of all faiths and none. St. Raphaela's Primary School is co-educational until the end of 2nd Class. It caters for children from Junior Infants to Sixth Class and depends on the grants and teachers resources provided by the Department of Education & Science. At St. Raphaela's we follow the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act.

1. Parents seeking to enroll their child(ren) in St. Raphaela's Primary School are requested to return a completed Application Form (downloadable from www.straphaelasns.ie or available in the office) with an original Birth Certificate to the school.
2. In the case of an application for a place in Junior Infants, the names of children for whom Application Forms and Birth/Adoption Certificates have been received by the school, will be placed on a waiting list for admission. Children will not be admitted to Junior Infants before they have reached their 4th birthday.
3. Equality of access is the key value that determines the enrolment of children to our school. No child will be discriminated against unlawfully.
4. While recognizing the right of parents to enroll their child in the school of their choice, the Board of Management has a duty to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interests of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in *each* separate classroom, bearing in mind that under DES directives the *average* number in any class is 29 children.
5. In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceeding or during the school year (due to the Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff), the following criteria will be used to prioritise children for enrolment:

- (a) **First:** Brothers & sisters of children in the school.
- (b) **Second:** Catholic children in the parish.
- (c) **Third:** Catholic children who live outside the parish and do not have a Catholic school near them.
- (d) **Fourth:** All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the first three groups have been allocated places.

In order to accommodate the first three groups, the Board may decide to operate a cut-off in age of applicants to give places to children in the first 2 groups, if there is pressure for places in the school.

6. Places for Junior Infants will normally be allocated in November of each year for the following September.
7. Other pupils may be enrolled during the school year, usually in cases where children are newly resident in the area.
8. In cases of parents whose children have special needs, the Board of Management requests that parents supply a copy of the child's medical and psychological report or, where such a report is not available, the Board requests that a child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs, and to profile the support services required.
9. There is an Annual Open Day for prospective parents usually held in early October.
10. Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as all other policies on the curriculum, organisation & management of the school. A copy of the school's Code of Behaviour is appended to this document. The Board of Management places Parents/Guardians responsible for ensuring that their child(ren) co-operate with this Code in an age-appropriate way. These policies may be added to and revised from time to time.
11. Pupils enrolled in St. Raphaela's Primary School are obliged to co-operate with and support the school's Code of Behaviour. In accordance with the Department of Education & Science's 'Rules for National Schools' (130), and the obligations on St. Raphaela's Primary School Board under the Safety, Health and Welfare at Work Act (1989), and the guidelines as laid down by the National Educational Welfare Board, it may be necessary to temporarily or permanently exclude a pupil from the school. The procedure necessary for expulsion or for a suspension is set out in Section 24 of the Education (Welfare) Act 2000.

12. Suspension will be availed of either after all minor sanctions have been exhausted, or as a response to a single breach of school discipline where any lesser sanction would be inappropriate in the circumstances. The Board of Management empowers the Principal to impose a suspension and is required to inform the Board whenever this is done.
13. Expulsion is seen as a last resort, and will only be resorted to when all other sanctions have been exhausted and the pupils and parents/guardians have been made aware, by notice in writing, that expulsion is being contemplated by the Board and invited to make their views known to the school. In every case it will be preceded by a suspension from school activities to enable this exchange of views to take place. The Board alone has the power to expel.

Appeal Process

Parents/Guardians, under the Education Act 1998 (section 29), have the right to appeal decisions by the Board of Management in relation to enrolment or exclusion, to the General Secretary of the Department of Education & Science on the official form provided by the Department.

This policy is in accordance with the provisions of the Education Act 1998 and is designed to help parents with enrolment matters. The Chairperson of the Board of Management, John Noonan, or Sr. Mary Corr, the School Principal, can be contacted at the school and will be happy to clarify any matters arising from this policy.