

# **Admissions Policy** **Corpus Christi Girls National School**

## **Introduction**

The Board of Management of Corpus Christi GNS hereby sets out its Admissions Policy in accordance with the provisions of the **Education Act 1998** and **The Education (Admissions to Schools) Act (2018)**. The Board trusts that by so doing, parents/guardians will be assisted in relation to enrolment matters. Decisions in relation to the application for enrolment to the school are made by the Board of Management but the day-to-day administration of the policy has been delegated to the Principal.

## **General School Information**

**Name of School:** Corpus Christi Girls National School

**Address:** Homefarm Road, Drumcondra, Dublin D09 K270

**Roll Number:** 16860Q

**Phone:** (01) 8379745

**Email:** ccadmin@eircom.net

Corpus Christi Girls' National School is a vertical primary school situated in the Drumcondra area of Dublin. The school has a Catholic ethos and is under the patronage of the Catholic Archbishop of Dublin. As a national school, it operates in accordance with the Rules for National Schools as laid down by the Department of Education and Skills. It is funded via a grant system operated by the Department of Education and Skills. At present, the school is staffed with 1 principal, 17 mainstream class teachers, 3 Special Education Teachers, 5 special needs assistants and 2 ancillary staff. The school opens each morning for the reception of pupils at 8.50a.m.. The infant classes finish at 1.30p.m. and the remainder of the classes finish at 2.30p.m.

## **Legal Framework**

The school is subject to the following legislation in deciding on the enrolment policy;

- The Education Act (1998)
- The Education Welfare Act (2000)
- The Equal Status Act (2000)
- The Education of Persons with special Needs Act (2004)
- The Education (Admissions to Schools) Act 2018

## **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos of the school, the mission statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

## **Goals**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

## **Context, Resources, School Organisation and Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school acknowledges the right of parents/guardians to send their children to a school of the parents'/guardians' choice, subject to the resources available to the school, including classroom accommodation, class size, teaching and financial resources and subject to the capacity of the school to provide for the needs of any student or applicant. It will make every effort to secure the necessary resources but where resources cannot not be secured the school may refuse admission. Details of the appeal process are included below.

The Board will have regard to relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of the children. The Board is bound by the Department of Education and Science Rules for National Schools and Education (Welfare) Act 2000: Pupils may only be enrolled from the age of four years and upwards though compulsory attendance shall not apply until the age of six years.

## **Roles and Responsibilities**

### **Role of Board of Management**

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board..
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management adopts;
  - a) For the purposes of fostering and appreciation of learning among students attending the school and
  - b) Encouraging regular attendance at the school on the part of all students

### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies

- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

### **Role of Teaching staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

### **Role of Students**

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

### **Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate.

### **Enrolment procedures**

Parents/ Guardians may make application to the school to admit their daughter on the school enrolment application form.

### **Enrollment Application**

1. Parents who wish to enroll their child in a junior infants class or subsequent classes in the school must complete a fully completed and signed enrolment application form. The enrolment application process is only initiated on receipt of the completed form. All completed forms will be date stamped on receipt by the school.
2. In the case of Junior Infants, enrolment application forms should be received by the school on or before 30th September of the year preceding entry to the school. A copy of the child's birth certificate should be submitted along with the enrolment application form.

3. Proof of residency in the parish in the form of two recent utility bills or government documentation (e.g.P.60 /childrens' allowance/tax cert) may be required. These must be dated within three months of the acceptance form
4. An email of acknowledgement will be sent on receipt of the completed enrollment application form. This is to confirm that the application will be assessed under the criteria outlined, and does not confer any further status on that application. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.
5. The Board of Management recommends that applicants are least four by the 31<sup>st</sup> May in the year of entry.
6. Enrolment forms for classes other than Junior Infants may be submitted at any time subject to places being available in the class.
7. Enrolment application forms are available on the school website or from the school office during normal school opening hours.
8. **The enrollment application form is available [here](#).**

### **Enrolment Criteria**

In the event that applications for enrolment exceed available places, applicant girls will be enrolled strictly in accordance with the following criteria and in the following order:

- a. Sisters (including stepsisters resident at the same address) of pupils already enrolled.
- b. Girls living within the boundary of Corpus Christi Parish
- c. Daughters of current staff, including ancillary staff.
- d. Daughters of past pupils.
- e. Other girls living outside the boundary of Corpus Christi Parish.
- f. In the event that the above categories (a-e) are oversubscribed, priority will be given to the older children.

### **Offer of Places**

All places will be allocated according to the above criteria during the first term of the school year preceding enrolment. Initially approximately 58 places will be offered. In the event that places are not filled for any reason, further places will be offered as they become available.

1. Parents/Guardians will receive a written offer of a place in the school together with an acceptance form.
2. Parents/Guardians who wish to accept a place for their daughter must complete and return the signed and dated acceptance form **by the due date**.
3. The acceptance form must be accompanied by an **original** copy of a gas/electricity/water bill in the name of either or both parents dated within three months of the acceptance date.
4. Any one of the following in the name of either parents /guardian and dated within three months of the acceptance date;
  - An original Bank Statement
  - An original P.60 /P.45 or other Government document
  - An original Tenancy agreement
  - An original TV license or polling card.
5. The closing date for receipt of acceptance form will be given in the provisional letter offering a place.
6. If the acceptance form is not returned by the due date, it will be assumed that the place is no longer required and it will be offered to the next person on the waiting list.

### **Transferring from another school**

The Board of Management reserves the right of admission in accordance with Department's guidelines on class size and pupil teacher ratio. Applications for classes other than Junior Infants should be made using the school's enrolment application form. Where a child transfers from another school within the state, that school will be asked to provide details of the pupil's attendance, any special educational needs and a copy of any reports relating to that child. Details of any pupil transfers will be entered by the school on the Primary Online Database (P.O.D)

### **Adherence to the Code of Behaviour**

Children are enrolled in the school on the understanding that they will adhere to and uphold the code of behavior, anti-bullying policy and other policies in place in the school. Parents are required to sign their agreement to these policies as part of the enrolment of their child in the school. Parent/s Guardians are responsible for ensuring that their children cooperate with the policies that are in place in the school.

### **Appeals**

The Board of Management reserves the right to review and change the enrolment policy if necessary and in order to take account of any legislative change.

Parents/Guardians, who are dissatisfied with an enrolment decision, may appeal it in writing to the Secretary General of the Department of Education and Skills pursuant to section 29 of the Education Act 1998 on the official form provided by the Department and Skills. This appeal must be lodged within 42 days of receipt of the refusal to enroll from the school.

### **Communication of Admissions Policy**

The Admissions policy will be available on the school website. Parents will be advised when a review is underway and any resultant changes will be notified to them via newsletter and via the school website.

### **Review**

This policy was ratified at the Board of Management of November 2018. It will be reviewed again in 2022-2023 academic school year.

Signed: Denis McCarthy

Chairperson Board Of Management

November 2018