



# ST. THOMAS' JUNIOR NATIONAL SCHOOL

Esker, Lucan, Co. Dublin.  
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**Roll No.:** 19542r



## School Enrolment Policy

**School Principal:** Michael Maher

**Chairperson, Board of Management:** Mr. Barry Kennedy

**School Secretary:** Maureen Finnegan

The school's admission policy has been formulated by the Board of Management in accordance with the Employment Equality Act 1997, The Education Act 1998, The Education Welfare Act 2000, The Disability Act 2005. It is hoped that the information provided will assist parents in relation to enrolment matters.

**School Ethos:** St. Thomas' Junior National School is a Roman Catholic Co Educational School 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 the Education Act 1998. The Department of Education and Science provides a percentage of funding for the running of the school and also prescribes the number of teaching staff allowed.

The school 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 Science.

**The Board of Management** is comprised of representatives of the patron, parents, and teachers, and hold office for a period of three 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:**

**Patron's Representative:** Two People directly nominated by the patron.

**Parents' Representatives:** Two Parents-one father/mother elected by the parent body.

**Community Representatives:** Two members of the wider community are nominated for appointment by the Patron.

**Teachers Representatives:** One elected member of the teaching staff.

**The Principal Teacher:** Ex officio member.

### **Teaching Staff.**

The school teaching staff is prescribed by the Department of Education and Science on an annual basis. This currently comprises of the Principal along with twenty five teachers appointed under the staffing schedule of the Department of Education and Science. It consists of sixteen mainstream class teachers. Also includes Four Learning Support / Resource Teachers who provide learning support for children with general learning difficulties, (Maths and English) and children with identified special needs. In addition there are Three Resource Teachers who provide learning support for multicultural children with language deficit.

### **School Curriculum**

The school curriculum is prescribed by the Department of Education and Science and may be amended from time to time in accordance with Section 9 and 30 of the Education act 1998.

In addition to the above the school endeavours to provide a wide range of extra-curricular activities which are dependent on human resources being available.

### **Enrolment for Children with Special Needs**

The school promotes the integration of pupils with special educational needs and supports the principals of:

- Inclusiveness, particularly with reference to the enrolment of children with 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, belief, traditions, languages and ways of life in society.

In relation to application for enrolment of children with special needs, the Board of Management shall request a copy of the child's medical and /or psycho-educational report(s) or where these reports are not available will request that the child be assessed. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relative to his disability or special needs and to plan the support services required.

The Board will determine how the school can meet the needs specified in the report and may request further support provision from the Department of Education and Science 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 full case conference involving all parties may be convened. This conference may include parents, principal, class teacher, psychologist, and visiting teacher as appropriate.

**The Board of Management may decide to defer enrolment of a particular child pending:**

- 1) The receipt of psycho-educational assessment / report and / or.
- 2) The provision of appropriate resources by the Department of Education and Science to meet the needs specified in the assessment report.

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

Parents/Guardians requiring an application form for their child should contact:

- a) The Principal
- b) The Secretary
- c) Telephone 6282691 for an application form by post.
- d) The School Website ([www.stthomasjns.com](http://www.stthomasjns.com))

**Restrictions which may apply to applications**

The Board of Management may decide to restrict applications to applicants from the Esker Parish and sisters/brothers of children in the school when the volume of applications exceeds available places.

**Procedure for admitting pupils to the school.**

The Employment Equality Act 1997 safeguards the rights of schools of religious denominations to give priority to children of their particular denomination over children of other denominations. Accordingly the Board of Management has decided that priority will be given to children who are Roman Catholics. Following which, the school will offer places to children of other religious denominations.

**Admission to Junior Infant Classes.**

Arrangement for offering places for children in Junior Infants classes are made following registration in January of the year of entry. The Board of Management will write to parents/guardians of children who are to be admitted, offering them a place for their child. Parents accepting a place must return their acceptance from within the specified time or forfeit the place.

A meeting of parents for the new class of Junior Infants is held in the Summer Term.

### **Procedure for Offering Places.**

Because the school may receive more applications for places than it can accommodate, the following selection procedure applies.

Places are offered to children in the following order of category until all school places are filled.

- 1) Catholic Children who are resident in Esker Parish.
- 2) Sisters / Brothers of children who are enrolled in the school.
- 3) Girls / Boys from adjacent Roman Catholic Parishes that do not have access to a Catholic primary school.
- 4) Non-Catholic children from the parish.

**In order to accommodate Groups 1) and 2) boards may have to operate a cut off in age of applicants to give places to groups 1) and 2) if there is pressure for places in the school.**

In accordance with the Rules for National Schools a child who is under four years of age on 1<sup>st</sup> September of the year of entry may not be admitted to the school.

### **Pupils Transferring from other Schools.**

Pupils may transfer to St. Thomas' J.N.S. from other schools provided space is available for them. This transfer must be in accordance with Rule 64 of the "Rules for National Schools".

Places in the school will be offered to these children in accordance with the procedure which applies to Junior Infants.

### **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. Parents must provide the school with a copy of the child's psycho-educational assessments/reports from his/her previous school so that necessary resources for providing for his/her needs may be put in place.

### **The Board of Management reserves the right:**

- 1) To set the final date for enrolment each year.
- 2) To determine the age of entry in a given year subject to children being at least **four years of age on September 1<sup>st</sup>**.
- 3) To request proof of address from the applicants. (i.e. House utility bill) Any **false** information provided will lead to forfeiture of child's place.
  - Application forms are available from the School Office (as explained above)
  - An enrolment day will be arranged for all pupils to meet their teachers prior to the commencement of school.
  - The policy will be reviewed annually by the Board of Management.

**Informing Parents of the School Enrolment Policy.**

A copy of the enrolment policy will be issued to parents when the school receives an application form from them and is available on request.

The policy has been sanctioned by the Patron and comes into effect from 1<sup>st</sup> December 2001. The Board of Management reserve the right to amend this policy.

Concerns regarding the Schools admission policy and /or its implementation should be directed to the School Principal.

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