



Citywest & Saggart Community National School

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Admissions Policy 2018-2019

Introduction

This policy is set out in accordance with the provisions of the Education Act, 1998. The single manager/Board of Management and principal trust that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the single manager/Board and the principal will be happy to clarify any further matters arising from the policy.

General information

Citywest & Saggart CNS operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The ongoing internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

Citywest & Saggart CNS is a co-educational, multi-denominational primary school which is under the patronage of Dublin and Dún Laoghaire Education and Training Board (DDLETB). The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Citywest & Saggart CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Citywest & Saggart CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Citywest & Saggart CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the whole school community and the wider community in which they live. Children in Citywest & Saggart CNS are taught from Junior Infants about the rights of every citizen in Ireland to equality, regardless of their gender, race, religion, age, sexual orientation, family status, civil status, membership of the travelling community and/or disability (nine grounds on which it is illegal to discriminate under the Equality Act 2004).

As part of its ethos, Citywest & Saggart CNS welcomes children from all faiths and beliefs.

Citywest & Saggart CNS opened in September 2012. The school is currently in temporary accommodation. It is envisaged that we will be housed here until our permanent building is ready. Planning permission was confirmed in November 2016 at a location in Cooldown Commons which is across the road from our current premises. A building start date has not yet been finalised by the Department of Education.

Citywest & Saggart CNS currently caters for Junior Infants up to 4th class. In September 2018 we will cater for 5th class and by September 2019 we will cater for 6th class children.

Under DDLETB patronage, a Board of Management will be established. In the interim, Citywest & Saggart will continue to be managed by a single manager. Following efficient training, it is expected that the Board will take over in October 2017. The single manager/Board will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Child Protection Procedures outlined in Circular 0065/2011. The single manager/Board will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

In view of the pilot nature of the new patronage model and population change within the area served by the school, this admissions policy will be subject to regular review and possible change.

Classes commence at 8.50 a.m. and finish at 1.30 p.m. for Infants and 2.30 p.m. from First Class onwards.

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, 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 and
- 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

Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shallSubject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A Board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and

maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission/Enrolment Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”.

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

Goals

Citywest & Saggart CNS shall have in place appropriate channels of communication and procedures

- To inform parents about the school, it’s 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 & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects and celebrates the diversity of traditions, values, beliefs, languages and ways of life in our society. The school acknowledges the right of parents to send their children to a school of the parent’s choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources, financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes, etc. The school operates within the regulations laid down by the Department from time to time.

Roles and Responsibilities in Developing and Implementing this Policy

Roles of Single Manager/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 implementation 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 proposes to adopt
 - a) For the purposes of fostering an 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 a draft policy in consultation with the teaching staff, students, parents, single manager/Board
- 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
- 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 the 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 programs/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 or special needs teacher
- To keep parents informed through 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 implementation and to make recommendations for improvement where appropriate

Policy Considerations

The single manager/Board of Citywest & Saggart CNS will be guided by Departmental guidelines on class size and age appropriateness.

Equality of access

No child is refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity, or political beliefs & values.

In relation to applications for the enrolment of children with special needs, the school will meet with the parents of the child to discuss the child's needs. It is open to the school to request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the 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.

Enrolment Procedures

Due to the multidenominational nature of the school, a catchment area will not be defined until it becomes apparent which areas our school needs to serve. However, in the majority of cases, people are satisfied with their local primary school and enrolments for Citywest & Saggart CNS tend to come from children in the houses local to the school.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, priority will be given to children who fulfil a number of criteria. These criteria have been put into categories (see below).

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on curriculum, organisation and management. All parents are expected to comply with and support the Code of Behaviour for Parents.

1. JUNIOR INFANTS

Category 1: <ul style="list-style-type: none">Brothers and sisters (including step-siblings, resident at the same address) of children currently in the school. The child must have turned four years of age by June 30th prior to entry. (Applications must be submitted by January 30th prior to entry)
Category 2: <ul style="list-style-type: none">All other children. The child must have turned four years of age by June 30th prior to entry. (Applications must be submitted by January 30th prior to entry)
Category 3: <ul style="list-style-type: none">Late applicants (applicants after January 30th prior to entry) who have turned four years of age by June 30th prior to entry.

- Priority will be given to children in category 1.
 - In the case where the number of children who meet the criteria for category 1 exceeds the amount of places available, all category 1 children will be ordered according to chronological age and priority will be given to the eldest.

- In the event that there are still places available in the school after all children in Category 1 have been allocated a place, children in category 2 will be ordered by chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 2 have been allocated a place, children in category 3 will be ordered by chronological age and priority will be given to the eldest.

In the event that more than one child shares the same date of birth, these applications will be ordered by date and time of submission and priority will be given to the first.

Children will, as a rule, only be admitted into Junior Infant classes during the month of September. Children may be admitted to a Junior Infant class during the school year provided they are transferring from another school

Children born on or after July 1st will not be accepted into Junior Infants.

2. ALL OTHER CLASSES (Senior Infants upwards)

<p>Category 1:</p> <ul style="list-style-type: none"> • Brothers and sisters (including step-siblings, resident at the same address) of children already in the school.
<p>Category 2:</p> <ul style="list-style-type: none"> • All other children.

- Priority will be given to children in category 1.
 - In the case where the number of children who meet the criteria for category 1 exceeds the amount of places available, all category 1 children will be ordered according to date and time of submission and priority will be given to the first.
- In the event that there are still places available in the school after all children in category 1 have been allocated a place, children in category 2 will be ordered by date and time of submission and priority will be given to the first.

Registration Procedure for All Classes

Registration for any given school year will take place from the 1st of September prior. All applications for Junior Infant places should be received by the 30th January prior to starting school. These will be responded to within 21 days of the closing date for the submission of applications. Applications for places made after January 30th will only be considered when the initial waiting list is cleared and places will be offered on a chronological age basis, with priority being given to the oldest children.

Applications for all other classes can be received throughout the year and are kept in order of date/time of submission. Upon application, the parent/guardian will be told if there are places available. If no place is available, their application will be added to a waiting list and they will be contacted as places become available.

To assist parents with their applications and to provide information about Citywest & Saggart Community National School, an enrolment evening will be held in the school, in January before the closing date for applications. Dates and times will be forwarded to applicants.

Parents/guardians can pre-enrol:

- Online (<https://www.aladdin.ie/i/36112160>)
- By downloading an application form from our school website (<http://www.cscns.ie/enrol/>)
- By obtaining an application form from the school administrative office in Citywest & Saggart CNS in person or by emailing cscns@ddletb.ie

Requests for enrolment forms and completed enrolment forms should be made to:

*Admissions,
Citywest & Saggart Communtiy National School,
Fortunestown Lane,
Citywest,
Dublin 24.
Telephone: 014133080*

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the single manager/Board in accordance with the enrolment policy. Application forms will only be accepted from 1st September, the year prior to enrolment.

Return of Forms of Acceptance

Letters of offer for places for Junior Infants will be made by post at the beginning of February prior to commencement of the new academic year. All other letters of offer will be sent as places become available. All completed acceptance forms must be returned to the address shown above, within one week of the letter of offer. The exact date will be stated on the offer letter. It is the duty of parents to ensure that, by that date, the school has received:

1. An original Birth Certificate
2. A fully completed acceptance form
3. All other documents sent along with acceptance form which request a signature
4. A deposit for book/resource materials

If the school does not receive the fully completed documentation by the nominated date, the single manager/Board will assume that the place is not being accepted and the place will be offered to the next child on the waiting list.

Waiting List

Unsuccessful applicants will be informed in writing by post that they have been placed on a waiting list. Application alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the single manager/Board in accordance with school policy. All unsuccessful applicants have a right to appeal under Section 29 of the Education Act, 1998.

If a place is not offered for the class applied for, parents who wish to remain on a waiting list for the following school year for Senior Infants to 5th class, must reapply by the 1st June. It is the responsibility of the parent/guardian to ensure this application is made in time; otherwise the child's name will be removed from the waiting list. In the case of a reapplication, the date of original application will be used to allocate places. If reapplying for Junior Infants, applications must be made by the 30th January prior to commencement of the new academic year.

Evaluation

The single manager/Board will monitor the implementation of all aspects of the policy and review and amend the policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time regarding the status of their application, particularly in the case of refusal to enrol
- Positive parental feedback

Monitoring Procedures

The implementation of this policy will be monitored by the single manager/Board at the appropriate time. It will also be referred by the principal for consideration by the full staff at the same time. The principal will report to the single manager/Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete.

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed annually until 2020 when the school has reached 6th class capacity. Any staff member, Board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. This policy will be reviewed next in August 2018.

Signed: _____

Date: _____

Single Manager: Mr Ian Murphy