**A: General Information**

The Board of Management of Sacred Heart School has set out its Admissions policy in accordance with the provisions of the Education Act, 1998. In doing so we trust that parents / guardians will be assisted in all matters relating to the enrolment of their children. The chairperson and the principal will be happy to clarify any further matters arising from the policy.

School Details.

School Name & Address: Sacred Heart School,

 Sruleen,

 Clondalkin,

 Dublin 22.

Telephone: 01 4572988

Fax: 01 4573199

Email: sruleenns@gmail.com

Chairperson: Robert Gardiner.

Principal: Mr. Liam Kelly

Deputy Principal: Ms. Ann Manley

Our School :

Sacred Heart School is a Catholic co-educational primary school under the patronage of the Archbishop of Dublin. The school currently has 29 teachers and 476 pupils. In addition to 18 mainstream classes from Infants to Sixth, we have 11 learning support teachers, and 2 special classes for children with ASD, to cater for a variety of learning needs.

Through co-operation and understanding between home and school, we work to promote the overall development of the child.

Since it’s opening, we have endeavoured to create a warm, secure environment for all our children. This has been achieved through the development of close and appropriate links between home, school and the local community.

Our Aims:

* To enable the child to live a full life as a child.
* To help the child to acquire and develop moral and religious beliefs and values of others.
* To equip the child with the necessary skills to live a full and useful life as an adult in society.
* To promote a positive sense of identity in the individual child through cultivating an awareness of our national and European heritage.
* To help each child to actively participate in school life, thus promoting a sense of self-reliance and self-confidence.

The school supports the principles of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need. This includes equality of access and participation in school, parental choice in relation to enrolment and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school depends on a capitation grant (a grant to provide for the running costs of the school) from the Department of Education & Science and it operates within the regulations set out in The Rules for National Schools and updated primary circulars.

School Hours:

Opening: 9.00 am.

Small Break: 10.50 – 11.00 am.

Lunch Break: 12.30 – 1.00 pm.

School End for Infants: 1.40 pm.

School End for others: 2.40 pm.

The school follows the curricular programmes prescribed by the Department of Education & Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1988).

**B: Enrolment Procedures**

1. Parents seeking to enrol their child(ren) in Sacred Heart School are requested to return a completed Enrolment Application Form (online) within a specified timeframe.
2. The Enrolment Application forms that have been returned online, will be processed and categorised by the Board of Management.
3. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of religion, ethnicity, special educational needs, disability, language / accent, gender, traveller status, asylum-seeker / refugee status, religious / political beliefs and values, family or social circumstances.
4. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Sacred Heart School is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
	1. size of / available space in classrooms
	2. educational needs of children of a particular age
	3. multi-grade classes
	4. presence of children with special educational/ behavioural needs
	5. DES maximum class average directives
5. 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. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith. In the event of the number of children seeking enrolment in any given class / standard exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
	1. Brothers and sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest.
	2. Children living within the Sruleen parish catchment area.
	3. Children of current school staff.
	4. All children who apply to the school and are not residents within the parish boundaries and whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map). Places will be allocated to these children if there are vacancies after the groups from (a) to (c) have been allocated places.
	5. In the event of being unable to enrol a child(ren) from categories (a), (b), (c), and (d) in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c, ) for the subsequent school year over other children on the class waiting list.

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

1. There is a 2 week expression of interest/application period in January of each year. The board will notify the school community about the enrolment dates.
2. Certain information will be required during the enrolment process. Such information shall include:
* Names and addresses of pupil’s parents / guardians;
* Contact telephone numbers
* Previous schools attended
* Details of any medical conditions which the school should be aware of.

Parents / Guardians are required to submit a State birth certificate and proof of address.

1. Parents will be notified within 21 days of the closing date for applications of the Board’s decision.
2. Other newly resident pupils are enrolled during the school year (class size dependant).
3. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, the Education Welfare Act 2000 as well as our own school’s enrolment policy.
4. An information meeting for prospective parents is held in late May/early June.
5. Arrangements are made to invite newly enrolled Junior Infants and their parents to the school in June to familiarise themselves with their new environment.
6. Enrolment of Children with Special Needs.

A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with –

* 1. the best interests of the child
	2. the effective provision of education for children with whom the child is to be educated.

In relation to applications for the enrolment of children with special needs, the Board of Management will request a copy of the child’s medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child and with the SENO to discuss the child’s needs and the school’s suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

1. 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 curriculum, organisation and management. The BOM places Parents / Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the school’s Code of Behaviour, suspension or expulsion will apply in cases of continuous disruption or very serious misconduct.

15. Appeals Procedure

Parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

**Ratified by Board of Management on**

 **Date:**

This policy may be added to and revised by the BOM from time to time.