

**Holy Trinity National School,  
Glencairn Drive, Leopardstown, Dublin 18.  
Bunscoil na Tríonóide Naofa, Baile na Lobhar, BAC 18.  
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Website: [www.holytrinity.ie](http://www.holytrinity.ie)  
School Roll Number: 20190T**



## **Holy Trinity N.S Enrolment Policy**

The Board of Management of Holy Trinity NS hereby sets out its Enrolment and Admission Policy in accordance with the provisions of Section 15(2) Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The policy has been reviewed in 2011 by in-school management team and board of management. The chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of Holy Trinity N.S.

### **General School Information**

**Name & Address of School:** Holy Trinity National School, Glencairn Drive, Leopardstown, Dublin 18.

**Telephone No.** (01) 2063664 : **E-Mail** [office@holytrinity.ie](mailto:office@holytrinity.ie)

Holy Trinity is a co-educational catholic national school. At present, there are 16 teaching staff and 6 special needs assistants. The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down by the Department. The school policy has regard to the resources and funding available. Class starts at 8.50 a.m. and finishes at 2.30 p.m. Infant Classes finish at 1.30 p.m. The school facilitates a broad range of after-school activities and these are conducted by school staff and outside facilitators.

### **Mission Statement.**

Holy Trinity National School, Sandyford is a new Roman Catholic school set up under the patronage of the Archbishop of Dublin, Archbishop Diarmuid Martin. The School aims at promoting the full and harmonious development of all aspects of the person: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. This philosophy will underpin all curricular, pastoral and administrative elements of school life. (Appendix 1)

**School Schedule.** (Appendix 2)

### **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 pupils, parents and teachers where a student is admitted to the school.

### **Legal Framework.**

This enrolment policy is formulated taking into consideration the Education Act, 1998 section 15 (2), The Education Welfare Act 2000 (Section (19)) and The Equal Status Act 2000 (Section (5) and (7)).

(Appendix 3)

## 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 and current legislation
- To specify what information is required by the school at the time of application

## Application Procedure

1. A meeting of all registered parents will be called in mid-October of the year preceding start-of-school.
2. Following this information meeting, enrolment forms are sent to the parents of all registered children. A copy of the Enrolment Policy, School Mission statement and Code of Behaviour will be included with the enrolment form.
3. Parents are requested to have **Enrolment forms** returned by a notified date in mid-November. This date is set in consultation with all other parish schools.
4. Places will be offered by post on an agreed date in mid-November. The date for offers is selected by all parish schools and will be agreed each September by principals, and notified to all in the community through local press.
5. In order to secure a placement, parents must return the enclosed 'Acceptance form' to the school.
6. Parents have twelve days to return the acceptance form.

The acceptance form requests the following information.

- Name, age, address and PPS no. for pupil ;
  - Names and addresses of pupil's parents/ guardians;
  - Contact telephone numbers;
  - Contact telephone numbers in case of emergency;
  - Details of any medical conditions which the school should be aware of;
  - Religion;
  - Language spoken at home.
  - Previous schools attended, if any, and reasons for transfer, if applicable, and
  - Any other relevant information (including any such other information as may be prescribed under the Education Welfare Act 2000)
  - Information pertaining to any reports, assessments conducted by previous school, or other professionals.
  - School Permission Slips (attached to enrolment form) for RSE programme, various educational assessments and Acceptable Use Policy signed.
7. Parents are asked to return completed forms along with original Birth Certificate, Certificate of Baptism. Originals will be photocopied and returned. A payment of €100.00 is required towards the cost of books and materials required for Junior Infants in Holy Trinity National School.
  8. Parents are also asked to sign a form which confirms they have read and agree to adhere to the School Behavior Policy.

Under the rules of the Department of Education & Science Junior Infants are enrolled in September provided the child has reached his/her 4<sup>th</sup> birthday on or before the 1st day of school.

**Failure to fully complete forms may result in delaying the admission of a pupil.**  
**Further relevant information may be sought.**

**Decision Making Process.**

- Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with the school enrolment policy.
- While recognising the right of parents to enroll their child in the school of their choice, the Board of Management of Holy Trinity N.S is also responsible for respecting 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 are taken 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:
  - a) Health & Safety Concerns regarding Staff and Children
  - b) The size of and available space in classrooms.
  - c) The educational needs of children of a particular age.
- In the event of the number of children seeking enrolment in any given class exceeding the number of places available (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:
  1. Brothers and sisters of children in the school.
  2. Catholic children of the parish
  3. Catholic children who live outside the parish and do not have a Catholic school in their parish.
  4. Children of current staff, including ancillary staff.
  5. 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 groups from 1 to 4 have been allocated places.
  6. All children who apply to the school and are not Catholics and not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from 1 to 5 have been allocated places.
  7. In the event that there are more applicants within any category than there are places, priority will be given to children within the particular category in order of age, starting with the oldest.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the school's enrolment policy and Rules for National Schools, Education Welfare Act.

Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment.

**Pupils transferring from other schools**

Pupils transferring from other schools are subject to:

- i) The Enrolment Policy of Holy Trinity NS
- ii) The Rules of National Schools

The Board of Management of Holy Trinity will ensure that a proposed transfer is in the best interests of the child and that any further necessary school resources can be put in place, prior to transfer.

**Children with Special Needs**

Holy Trinity National School is a mainstream school and is funded and equipped to function as such by the Department of Education and Science. We cater for children with a range of special educational needs.

It is the policy of Holy Trinity N.S. to request an up-to-date psychological report and/or medical report and/or Speech and language report and/or occupational therapist report or any other relevant report on any child with Special Needs seeking a place in Holy Trinity National School. These should be supplied with the application for enrolment.

The Board of Management will consider each application on its own merits based on the reports provided. Any consideration of an application will be deferred until relevant reports are provided. The Board also reserves the right to seek an independent opinion from a relevant professional in any matter, which it deems merits further clarification. It is expected that Parents/Guardians will co-operate with this requirement.

A child must be toilet-trained before he/she starts attending Holy Trinity National School, except where a related diagnosed medical condition exists. While it is accepted that a child may have an accident and procedures are in place to deal with this, we are not equipped to provide ongoing intimate care for children.

The Principal, in consultation with Parents/Guardians, the Department of Education and Science and the B.O.M., will seek to put in place the resources necessary to meet the special needs of the child. Where this is not possible the Board of Management may recommend that the Parents/Guardians seek another school where the child's needs can be better met.

As with all our children progress of special needs children will be subject to regular review. Where it is deemed that:

(a) a child is not benefiting from a place in Holy Trinity NS. i.e. his/her educational, emotional and behavioral needs are not being met due to the lack of specialised teaching resources, funding or facilities.

Or

(b) the presence of the child in a large class in Holy Trinity N.S. would cause a situation where educational needs of other children are not being fully met, then the Board of Management reserves the right to advise placement in a school better able to meet the child's needs.

The Board also reserves the right to reduce the length of the school day for a child who cannot cope or who exhibits challenging behavior, i.e. behaviour which prevents the child from accessing the curriculum or behaviour which prevents other children from accessing the curriculum or a child who is deemed to be a danger to him/herself or others.

The Principal Teacher or his/her representatives will meet Parents/Guardians of children with special needs prior to acceptance of enrolment and will outline the facilities and resources available in the school to meet the needs of the child.

### **Refusal to Enrol.**

The Board of management of Holy Trinity N.S can reserve the right to refuse enrolment in exceptional circumstances.

1. The pupil has additional needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with an appropriate education.
2. In the opinion of the BoM the pupil poses an unacceptable risk to the other pupils, school staff and/ or school property.

The school authorities will have equal regard for the welfare of all the pupils and their right to an education in an atmosphere that is not detrimental to their physical, moral, social or intellectual development.

### **Right of Appeal.**

Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. An appeal must be submitted in writing by parents/guardians to the board of management within 42 days of issuing of letter of refusal informing the board of the appeal and the grounds on which it has been lodged.

The board of management will be asked to submit as soon as possible any information or documentation which it considers may be relevant to the appeal to the Section 29 Appeals Administration Unit. This is the responsibility of the school principal/ chairperson.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department's website at [www.education.ie](http://www.education.ie)

### **Evaluation**

The Board of Management 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 re the status of their application, particularly in the case of refusal to enroll
- Positive Parental Feedback

### **Review.**

This policy document will be monitored on a yearly basis. A full review of this policy will take place in September 2014.

### **Ratification.**

This revised policy was approved by the board of Management on January 12<sup>th</sup> 2012.

### **Communication & Circulation.**

Revised copies/ updates will be posted on the school website 'school policies section' and hard copies will be available from the school office.

Signature of Board of Management Chairperson: *Patricia MacConville*

Date: January 12<sup>th</sup> 2012.

## Holy Trinity NS Mission Statement

Holy Trinity NS is a catholic school under the patronage of the Archbishop of Dublin, established in 2005 to serve the needs of the children and families of Sandyford parish.

### Curriculum.

We strive to cherish and challenge our pupils in a warm, safe and stimulating learning environment. We aim to provide a broad and balanced curriculum and create a centre of excellence in which high professional standards are maintained.

Our curriculum as outlined by the DES aims to enable each child:

- To live a full life as a child and to realize his/her full potential as a unique individual;
- To develop a social being through living and co-operating with others and contribute to the good of society;
- To prepare for second-level and further education.
- To become independent life-long learners.

We encourage our pupils to appreciate the importance of the art, music and sport in education of ways of knowing and understanding our world.

Ta meas mór againn ar ár n-oidhreacht Ghaelach agus tá sé mar aidhm againn grá do Gaeilge agus d-ár gcultúr Gaelach a chothú inár mic-léinn.

### Partnership.

We value our relationship with parents and the local community. We respect the principle of parents as first educators and seek to work in partnership to provide the best possible education for the pupils.

We see our school as an integral part of the parish, in partnership with parents and the Church, we strive to nurture the catholic faith through religious education, preparation for the Sacraments and through the ethos of the school.

### Ethos.

Our ethos is characterized by the spirit of warmth and friendliness through which we conduct our daily business and by the respect and dignity shown for all persons. We respect and accommodate diversity and we seek to provide an inclusive environment responsive to the needs of all.

### Legal Framework.

Section 9(j) of the Education Act 1998 specifies that “A recognized school shall ..... Subject 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 that 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 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 2gender, marital status, sexual orientation, religion, age, 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 [ ]