

**Holy Family Junior School
Aughnaharna, Portlaoise, Co. Laois.**

POLICY ON ENROLMENT/ADMISSION AND PARTICIPATION

Holy Family Junior School is a Catholic School under the patronage of the Bishop of Kildare and Leighlin. The Board of Management and the Patron of the Holy Family Junior School publish the following policy document on the issues of admission, enrolment and participation of students in the school.

SECTION A

Preferences on admission and participation on initial admission (Junior Infants).

Enrolment of students shall be in accordance with the following policy and prioritised in the following order.

- a. Students who are at least four years or older on the 1st September in the year of intended enrolment (notwithstanding any other difference in age) and who have siblings presently enrolled in the Holy Family Junior / Senior School, notwithstanding that such students may not have preference on account of age or place of residence at the time of application.
- b. Students who are four years of age or older on the 1st of September in the year of intended enrollment shall be enrolled with preference given in order of date of birth from the oldest to the youngest with any student have the same date of birth having equal priority.
- c. Students who are four years of age or older on the 1st September on the year of enrolment and who ordinarily live in the Roman Catholic Parish of St. Peter and Paul, Portlaoise at the date of application or its environs defined in the Schedule hereto shall have priority over student who do not live in this area at the time of application notwithstanding that such student would be preferred on account of age.

SECTION A (2)

Enrolment of Students (where such person has been a student of another school) and where such student shall apply for enrolment shall be in accordance with the following policies and procedures in the following order:

- (a) Where the student to be transferred from another school is in the first year at school, each applicant shall be allocated places (if possible) in accordance with the procedure and priority as set forth in paragraph (a) to (c) above.
- (b) Students applying for enrolment where they are other than first year students, places shall be allocated in accordance with the priorities in the same manner as at paragraph (a) to (c) above save that the school will:
 - i) Take into account the specific availability of a place in the particular class appropriate to that student.
 - ii) Also take into account the general principle of the admission policy & procedure set out in the remaining section (B) to (E) hereof

SECTION B

Procedure when places are limited

- I Where applications have been received on the same day shall have equal priority.
- II Where applicants have equal priority places shall be allocated by a draw of lots.
- III The Board of Management may, if it thinks fit, appoint one or more persons to act as scrutineers upon the allocation of places or upon any draw of lots for any places.
- IV Where the allocation of any places is required by a draw of lots or to allocate places by any preferment, such procedures used shall be as prescribed beforehand and the record of same shall be recorded and the record of same shall be retained by the school.
- V The school will notify the applicant in writing on the outcome of their application within 21 days.

SECTION C

Application dates

1. The opening date for applications for the year of admission for September in each year shall be the first school day of October of the previous year. The closing date shall be the first school day in December.
2. All applications received on or before the first school day in December in any year for admission on the following year or years shall be deemed received on the first school day in December in the year prior to admission.
3. Any application that would otherwise receive a prioritisation under Section A above but received after the first school day in December in the year of intended admission shall not have the priority it might otherwise be entitled to. Thereafter any places shall be allocated in accordance with the procedure and priority as set forth in Section A, paragraph (a) to (c) above.

SECTION D

Expulsion and Suspension Policy.

- a. The Principal and the Board of Management shall in consultation with the staff of the school primarily decide the relevant criteria on relation to expulsion as may apply from time to time, with reference to the Code of Behaviour. The Board of Management delegates the authority to suspend a student to the Principal.
- b. In addition and without limiting the provision in subparagraph a above, the following shall be the relevant criteria in deciding whether or not a pupil shall be expelled or suspended from the school.
 - i. Any act which causes a danger or risk of danger to other pupils or staff.
 - ii. Bullying.
 - iii. Repeated disciplinary offenses.
 - iv. Any other reasonable cause.
- c. It shall be the policy of the school that should it consider that any matter may require expulsion or suspension the Principal and the Board of Management shall be entitled to pending any decision to suspend the student from attending the school. The school shall prior to making any decision upon expulsion or suspension use its best endeavours to discuss this issue with the parents/guardians of the student.
- d. The School will at all times in making any decision upon expulsion or suspension primarily have regard to what shall be in the best interest of the staff and students at large attending the school.

SECTION E

Policy on participation of students with disabilities and special educational needs.

- a. The school promotes the principle of integration of students with disabilities and special educational needs within the general student body.
- b. The school shall and may request in respect of any student their parent or guardian as may be required such specialist reports (such as Psychological, Psychiatric, Occupational Therapist, Medical or other assessments) to assist the school in establishing the educational and training needs of the student
- c. The school will follow the curricular programmes prescribed by the Department of Education with particular attention to differentiating for the specific individual needs of Students with disability and special educational needs and will admit of students up the level of facilities and staff available to the School.
- d. The Board of Management may upon considering any student for admission request the parent/guardian of the student to give sufficient information to consider the child's needs and requirements.

SECTION F

Form of Application.

- a. All applications for the admission of all students shall be in writing.
- b. The application shall be completed on a prescribed form, which is available from the school principal / secretary / website.
- c. The principal and / or secretary of the school will, on request, assist any applicant on completion of the form

SCHEDULE

The Environs shall mean the area within the development boundary for Portlaoise within the meaning of the Planning & Development Acts on the first school day in September in the year of intended enrolment.

Signed: _____

Date: _____

Msgnr. John Byrne P.P.V.G. (Chair., Board of Management)