



HOLY CROSS SCHOOL ADMISSIONS POLICY

Holy Cross School, Kilmacud Road Upper, Dundrum, Dublin 14.

Holy Cross School is a Catholic, co-educational, mainstream primary school catering for children from Junior Infants to 6th Class with 16 Teachers in the parish of Dundrum. The curriculum is determined by the Department of Education and Skills. The school is funded by the Department of Education and Skills and by fundraising amongst parents and the wider community.

This policy was formed and is regularly updated by the Board of Management. The policy was written taking into account the school community and the community in which the school is situated. It is a collaborative process to which all members of the Board are willing collaborators.

It has been necessary to devise this policy as we receive more applications than we have places to offer in Junior Infants and indeed other classes. By having this enrolment policy in place the school aims:

- to ensure a fair and transparent enrolment procedure for the school
- to cater for the siblings of children already attending the school
- to best serve the community in which the school is situated
- to comply with relevant requirements of the Department of Education & Skills and related legislation.

The school ethos is outlined in our mission statement thus:

*A Catholic school community
where all of our children are nurtured to achieve their full potential
in the spirit of inclusion, respect, trust and excellence.*

Children of Other or no Faith:

Holy Cross School endeavours to balance our duty to the Catholic families in the areas we serve and to also include families of other faiths or no faith. The first duty of the Board of Management is to uphold the Catholic ethos of the school but in the spirit of our Mission Statement we promote respect and inclusion. All children and families are expected to respect the ethos of the school and to wear the school uniform accordingly. At Holy Cross School the school crest prominently shows the symbol of the cross. The school crest and all that it symbolises should be given due respect. Parents are asked to be mindful of this when choosing the school for their children.

Application Procedure for Entry to Junior Infants:

- ❖ Enrolment is only open to children born before April 30th four years prior to enrolment.
- ❖ No application shall be deemed complete until such time as all relevant and requested paperwork has been made available to the school.
- ❖ Provision of false or misleading information on the Application Form will render the application null and void.

- ❖ The school will provide a maximum number of places for 29 children per class. Within each subgroup (including zones in the Parish) of the **Order of Priority**, children will be placed in order of age, the eldest being offered a place first and so on.

Stages for Application for Enrolment:

- 1) Applications to enrol in Junior Infants are accepted on the **Application for Enrolment Form** available on our website. Application dates are as per our Admissions Notice published on our website on 1st October in the year prior to enrolment.
- 2) Any previous applications made prior to 2024 will be contacted to confirm their interest on 1st October in the year prior to enrolment and asked to complete a Confirmation of Interest form.
- 3) All Applications and Confirmation of Interest Forms must be completed and received no later than the date specified on the Admissions Notice published on our website. Any applications and Confirmation of Interest Forms received after the specified date will be deemed a late application and will be placed on a waiting list in accordance with the **Order of Priority** as listed below.
- 4) The Applications and Confirmation of Interest Forms will be collated and the first twenty nine places will be offered by email to children for Junior Infants class by way of a **formal Offer Letter** in accordance with the **Order of Priority** listed below. This letter will be issued as per the Admissions Notice (emailed to the email address as per Application and Confirmation of Interest Form) and will have attached a **Registration Form** which must be completed (see Stage 5 below).

Order of Priority

When offering places the following factors are taken into account in **Order of Priority**:

- Children of Staff and children with a sibling attending or having previously attended the school
- Children living in the Roman Catholic Parish of Dundrum on the date of the Confirmation of Interest in order of Zone A, then Zone B, then Zone C. We have divided the Parish into three separate zones. Preference is given to the streets/roads which are closest to the school and from which children have historically come to the school. For full details of the zones see Appendix below
- Children living in the postal area of Dublin 14 or 16 on the date of the Confirmation of Interest
- All other applicants

Within each subgroup children will be placed in order of age, the eldest being offered a place first and so on.

In order to facilitate families moving in to the parish at any stage during the application process, such applications will be placed at the end of the waiting list in the particular zone in which they are living (proof of address must be provided), e.g if a child moves into Zone B they will be added to the Zone B grouping but at the bottom of that group regardless of age.

- 5) Parents/guardians must return a fully completed Registration Form, Birth Certificate, two forms of proof of address to satisfy proof of residence to the satisfaction of the Board of Management and a pre-payment for school books and charges which will include a non-refundable €50 administration fee by the date on the Admissions Notice published on our website.

Please Note:

Enrolment details for successful applicants will be uploaded to the Department of Education & Skills' Pupil Online Database (POD). Children can be registered to one school only on this database.

If a parent has accepted a place for their child in more than one school this creates a conflict on the system because the pupil can be registered to one school and one school only.

- It is advisable that parents/guardians read the Code of Behaviour on our website before acceptance of a place.
- If any of the 29 places offered are not accepted, a second round of offers will issue as per the Admissions Notice on our website. Should any additional place become available through the year parents will be contacted in order of priority above.

6) Failure to return the **Registration Form** and requested documentation listed above within the 10 working days as specified, will deem the offer null and void. This place will then be offered to the next person on the waiting list. Admission is not contingent on this prepayment for books but we would appreciate if the payment was made at the same time as it allows us to plan for the coming school year.

7) Successful applicants will receive notification of an Information Evening for parents/guardians that will be held in April/May of the year of commencement of their child/children in Junior Infants class.

8) All applicants not included in the first twenty-nine offers (including late applications) will be placed on a waiting list. These applicants will be notified by email that they are being placed on the waiting list and will include advice to parents with regard to appeals processes. Should a place subsequently become available at any point before the commencement of the relevant Junior Infants class school year, they will be contacted by email to confirm their continued interest. Places will be offered in accordance with the **Order of Priority**. An **Offer Letter** requesting completed **Registration Form**, Birth Certificate, two forms of proof of address to satisfy proof of residence to the satisfaction of the Board of Management) and pre-payment for school books and charges will be emailed should they indicate that they intend to accept the place offered. Admission is not contingent on this prepayment for books. The parents/guardians will have 10 working days from the date of issue of the **Offer Letter** in which to return all requested above to the school.

Children with Special Needs:

The Catholic values expressed in our Mission Statement ensure that we welcome children with special needs (under the usual enrolment categories as outlined in this policy). The school will meet with the parents/guardians of the special needs child to discuss the school's suitability for the child. Supports and resources will be put in place in accordance with the level of resources provided by the Department of Education and Skills. Every effort is made to secure all available resources. Parental support and co-operation when enrolling a child with special needs in this regard is essential. The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavor to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc. Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

Exceptional Circumstances

The school reserves the right to refuse or accept enrolment for a pupil in exceptional cases.

Transfer of Pupils from another School:

From time to time a new family may move into the parish and wish to transfer their child(ren) to Holy Cross. In this situation, parents wishing to enrol their child(ren) in the school must apply to the Board of Management on the Application for Enrolment Form on our website. Places will be given to such children depending on whether there is an available space, class size, available resources and where appropriate approval of the Department of Education and Skills. Where places are limited and more applications than places are received, places will be filled according to the previously cited Order of Priority.

Only in an exceptional case will a child be accepted in 6th Class as such a late entry to the class in the eight years of primary education can be disruptive to the children in such a critical year.

The school will provide a maximum number of places for 29 children per class.

Parents must fully co-operate by providing all necessary documentation, information and co-operation as to allow the class and school to accommodate their child(ren) as best we can. A decision will be given in writing within 21 days of receipt of a complete application.

An applicant must be of the appropriate age into which class (s)he will join (i.e. would have been born by 30th April four years prior to the year that class first started in the school at Junior Infants).

Appeals Procedure

In line with Section 29 of the Education Act 1998, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of notification of the refusal of their application for enrolment. Parents, if unhappy with the result of this appeal, may further appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. This official appeal form will be issued by the school to the parents / guardians upon request. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol the child in question.

Code of Behaviour

Our Code of Behaviour has been drawn up in consultation with Board of Management, staff and parents and has an emphasis on rewarding good behaviour. However, the procedure for suspension and/or expulsion of students is also outlined in the Code (go to www.holycrossschool.ie).

Review

This policy will be reviewed by the Board of Management on a regular basis. The Admissions Policy used to determine the allocation of places in the school at any given time will be the formally approved policy at that time irrespective of when an application was submitted. This is in keeping with the Board of Management's right to review, change and update its policy to meet new demands and of changing number of applications.

Ratified by Board of Management: 19/4/2021

APPENDIX

Zone A

Ailesbury Grove	Old Rectory Park
Ailesbury Lawn	Ophaly Court
Alexandra Court	Pembroke Cottages
Alexandra Terrace	Pembroke Terrace
Alexandra Villas	Ridgeford Apartments
Ardglas	Rockfield Apartments
Ashgrove Court	Sandyford Road (as per Parish boundary)
Ballinteer Road	Stoney Road
Barton Road East (to junction of Beaumont Ave)	Sunnybank Court
Castle Court	Sweetmount Avenue
Castle View	Sweetmount Drive
Castlebrook	Sweetmount Mews
Churchtown Road Upper	Sweetmount Park
Creevagh House	Sydenham Place
Dundrum Castle House	Sydenham Road
Dundrum Court	Sydenham Villas
Dundrum Gate	Taney Court
Dundrum View	Taney Lawn
Dundrum Wood	Taney Manor
Eagle Terrace	Taney Park
Eglinton Terrace	Taney Rise
Frankfort	Taney Road (to junction at Taney Rise)
Frankfort Castle	The Laurels
Frankfort House	The Oaks
Frankfort Park	Victoria Terrace
Finsbury Green	Westerton Rise
Finsbury Park	Weston Park (as per Parish boundary)
Glenbower Park	Willowbank
Kilmacud Road Upr (to junction at Stoney Rd)	Woodlawn
Larchfield	Woodlawn Terrace
Laurel Avenue	Woodlawn Crescent
Laurel Drive	Woodlawn Park
Laurel Road	
Lynwood	
Main Street	
Majenta Terrace	
Meadow Grove (as per Parish boundary)	

Zone B

Barton Court

Barton Road East (after junction to Beaumont Ave)

Birches Lane

Birchfield Avenue

Birchfield Court

Birchfield Heights

Birchfield Lawn

Birchfield Park

Campfield Terrace

Carriglawn

Drumahill Holywell

Drummartin Castle

Drummartin Close

Drummartin Crescent

Drummartin Park

Drummartin Road

Drummartin Terrace

Eden Park Avenue

Eden Park Drive

Eden Park Road

Edenwood

Holywell

Kilmacud Road Lower

Knocknashee

Larchfield Park

Larchfield Road

Meadow Avenue

Meadow Villas

St Joseph's Grove

Taney Avenue

Taney Crescent

Taney Drive

Taney Grove

Taney Road (after junction of Stoney Road)

Zone C

Annaville Grove

Annaville Park

Annaville Terrace

Belfield Downs

Charlton Lawn

Farmhill Drive

Farmhill Park

Farmhill Road

Friarsland Avenue

Friarsland Road

Goatstown Avenue

Goatstown Close

Trimbleston

Goatstown Road

Highfield Court

Highfield Park

Hollywood Drive

Hollywood Park

Mt Carmel Avenue

Mt Carmel Road

Roebuck Park

Roebuck Park House

Rosemount Court

Rosemount Estate

Rosemount Glade

Rosemount Park

Rosemount Way

St Aidans Drive

Sommerville

Westbrook Road

Willowfield Avenue

Willowfield Park