



Burrow National School

ADMISSION AND PARTICIPATION POLICY

This Admissions Policy is written in accordance with the provisions of the Education Act 1998 Section 15:2 (d). The Board of Management trust that it will assist Parents / Guardians in relation to enrolment matters.

The Chairman of the Board of Management (Canon Kevin Brew) and the Secretary to the Board of Management (Principal Ms Lynn Harley) are available if you need further clarification.

Reviewed April 2018

Canon Kevin Brew (Chairman)

Pre 1807 - Present



CONTENTS

GENERAL INFORMATION	3
MISSION STATEMENT	4
SCHOOL ETHOS	5
CRITERIA FOR SELECTION	6
PROCEDURE FOR APPLICATIONS	8
APPEALS PROCEDURE	11



GENERAL INFORMATION

Address: Burrow National School
Howth Road
Sutton
Dublin 13

Telephone: (01) 8325784

Email: burrowprincipal@gmail.com
urrowsecretary@gmail.com

Burrow National School is:

- under the management of the Church of Ireland and the Patron is the Archbishop of the United Dioceses of Dublin and Glendalough.
- a Primary School controlled by the Department of Education and Skills catering for pupils (boys and girls) from four to thirteen years of age.

The general management and day-to-day running of the school is the responsibility of the Board of Management. The present Chairman is the Canon Kevin Brew and the current Principal is Ms Lynn Harley.

Staffing:

- Administrative Principal
- Eight Mainstream Teachers
- 3 Special Education Needs Teachers
- One full-time Secretary
- One part-time Caretaker.

Accommodation:

- Office / Reception
- Classrooms (6 Permanent, 2 Pre-fabricated Rooms and 2 small Learning Support Rooms).
- Resource and Learning Support Rooms (Pre-fabricated)
- Computer Room
- Hall - for general purposes
- Principal's Office
- Staff Room/Kitchen
- Secretary's Office
- Disabled Toilet
- Store Room for Files
- Staff Toilet



MISSION STATEMENT

The Burrow School is a Church of Ireland Primary School under the patronage of the Archbishop of Dublin.

We wish to provide a safe, happy environment which is conducive to the holistic development of each individual child. Each pupil will be considered unique and all parties within the school community will focus on developing the moral, spiritual, physical, academic, aesthetic and cultural aspects of each child.

This we envisage occurring in an atmosphere of mutual respect. All members of the school community are dedicated to work together in a spirit of encouragement and enthusiasm in order to advance the development of each pupil towards attaining their true potential while recognising, accepting and celebrating diversity.



SCHOOL ETHOS

The Burrow School is a denominational school under Church of Ireland Management and the Patronage of the Archbishop of Dublin, Michael Jackson. It is an inclusive school which embraces children of other religions and no religious affiliation. Their presence as students and their parents is much valued and enriches our school community. The Burrow School aims to provide a happy, secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence.

The school is part of a community which includes the pupils and staff, the local population, the state and ultimately the whole of society. We therefore strive to develop a sense of responsibility within the school, where children will co-operate with adults and their peers and help them to have an appreciation of themselves, the community, and the world in general and the problems therein. The Burrow School recognises that each pupil has individual needs and abilities and develops at a different rate. Therefore we try to help children reach their potential and have a sense of satisfaction, having done their best. Each child is encouraged and guided in the development of sound study skills and good work habits. The school seeks to develop pupils' thinking skills so that they will have questioning minds and know how to seek information for themselves.

Through curriculum studies, we seek to:

- expose children to a wide range of experiences;
- encourage effective communication with language and numbers;
- encourage creativity;
- be aware of the value of learning from the past;
- develop children spiritually and make them aware of religious teaching.

The Burrow School has a strong tradition of personal commitment by the staff to the personal and academic welfare of each child. This commitment is the foundation on which a happy school community is built. It fosters tolerance, understanding, co-operation and respect, in addition to educational advancement for all members of the school community and also using these values in dealing with the world around us.

The Board of Management supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- equality of access and participation in the school;
- parental choice in relation to enrolment;
- the Constitutional Rights of children and their parents;
- respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

All the relevant partners in the school community work in co-operation to provide a safe, happy environment in which each child is valued as a unique individual and their holistic development advanced appropriately.



CRITERIA FOR SELECTION

The Board of Management considers each Application on an individual basis and will assign priorities to enroll children using the following guidelines. Applications will only be considered from those living within Parish Boundaries with the exception of Category 1.

Burrow School Boundaries:- This area comprises of the lands within the Howth peninsula, the coast road as far as the Kilbarrack Road (R104), the right hand side of the Kilbarrack Road (R104) up to the train line, along the train line as far as Portmarnock and along the road back to Baldoyle and back to Howth.

Category 1 - Children who have been baptised in the Church of Ireland faith and whose parents/legal guardians are registered parishioners of St Marys Parish Howth.

Category 2 - Children who have been baptised in the Church of Ireland faith living within the parish boundaries and whose parents/legal guardians are parishioners of other churches (as listed at * below)

Category 3 - Children from main stream Protestant Churches (as listed * below) within the Parish Boundaries.

Category 4 - Children of staff members as a practical incentive to encourage staff to remain working at the school.

Category 5 - Children from inter-church families where one parent / legal guardian is a parishioner of St Mary's Parish Howth and living within Parish Boundaries.

Category 6 - Siblings of students currently enrolled in the school.

Category 7 - Children from inter-church families (as listed * and ** below) living within the parish where parents express a wish to have their child educated specifically within a Church of Ireland ethos.

Category 8 - Children from all other faiths and children with no religious affiliations living within the parish boundaries. The Admissions Committee reserve the right to select applicants based on

- gender balance or
- an affiliation to the school by a parent or sibling being a past pupil.

** Applications for children who are members of Protestant, Reformed, Old Catholic Churches, Mar Thoma Church, Evangelical Lutheran Churches of Norway, Sweden, Iceland, Finland, Lithuania, Estonia and Denmark are treated similarly to children from the Church of Ireland (category 2)*

***Applications from children who are members of the Eastern Orthodox or Oriental Orthodox Churches and*

Greek or Russian Orthodox and are living within the parish are treated similar to children from the mainstream protestant churches (category 3).

For category 2, 3 or 7 where a connection with a Protestant Church is indicated, in the allocation of places, the Board of Management must receive written confirmation of Church attachment for example a Baptismal Certificate, family name on register or a letter from the Church of Ireland. If you fail to provide this relevant requested documentation on time (by 31st January for applications for Junior Infants) then your application will be placed in Category 8, for all other faiths and those of none).



PROCEDURE FOR APPLICATIONS

Only those forms that have been completed in full, returned on time and accompanied by any requested supporting documentation will be considered by the Board of Management.

- a) The Board of Management may seek further clarification from applicants before making a decision.
- b) An application form does not guarantee a place in any class in the school.
- c) Children who leave the school are not automatically entitled to a place upon their return. Their subsequent application is treated in accordance with the application procedure and criteria. This does not apply to children who attend a specialist unit for a specified period of time. They should write directly to the BOM in the spring term before they are due to return.
- d) Closing date for applications for Junior Infants is the 31st January.

Making an application for Junior Infants

Stage 1. Application Form

An Application Form is available from the school or online at www.burrowschool.ie.

Late applications for Junior Infants are not accepted. Any applications after 31st January may be added, if parents wish, to the waiting list.

Application Forms must be with the Burrow School office on or before 2.15pm on the **31st of January** in the academic year prior to when the child is to start (**email is acceptable**).

Stage 2 Receipt of Application Form

A **receipt for the** Application Form will be issued from the school by email as soon as possible.

For Category 2, 3 and 7 where a connection with a Protestant Church (Church of Denmark, Russian Orthodox or other) is indicated, in the application of places, the Board of Management will require confirmation of Church attachment, for example a Baptismal Certificate, family name on register or a letter from the church. If you fail to provide this relevant requested documentation on time (by 31st January for applications for Junior Infants) then your application will be placed in Category 8, for all other faiths and those of none).

The application process is begun and completed within 21 days of the closing date for applications, 31st January.

Stage 3. Enrolment Decision

When the application forms are received the Admissions committee shall categorise the forms according to the criteria for selection.

The Admissions Committee presents this list to the Board of Management for ratification for the upcoming academic year. The Board of Management considers each individual application.

The number of enrolment places available in any one Academic year is based on whole school numbers, taking into account pupil/teacher ratios, space available, staffing and additional staffing considerations in line with the Education Act 1998 and the Equal Status Act 2000.

Successful applicants will be emailed a letter of offer and enrolment form. They will be directed to our website www.burrowschool.ie to read the following policies before completing the enrolment form; code of behaviour, anti – bullying and data protection policies. This form will be issued by email and must be completed and returned to the office within 10 working days from date of issue and if not received into the office (by email or hard copy) within 10 working days their place will be reallocated.

The parents of successful applicants are emailed the following in the Summer term:-

- a) Information Booklet about The Burrow School
- b) Voluntary Subscription Information
- c) Reminders List
- d) Holiday List

and details of our afternoon of “Meet & Greet” (parents and students with school staff) in June.

Waiting List

When all places have been filled based on the enrolment places available in that year, the school will inform unsuccessful applicants and place them on a waiting list. They are advised to their right of appeal to the Board of Management and/or to the Department of Education and Skills.

Applications on the waiting list are prioritised based on our criteria for selection then on date/time of receipt of application. Your place on the list may change during the year; the Burrow National School will not automatically inform you of this, however if you do require your current position on the waiting list please contact the school.

Waiting lists do not carry forward to subsequent years; it is the duty of the parents to make a new application for the following school year. The waiting list is cleared on the 30th of September.

Making an application to classes other than Junior Infants and school transfers.

Parents/guardians should complete an application form and return it to the Burrow National School, email is acceptable. Please ensure that it is completed in full with any relevant documents, see notes on application form.

The Admissions Committee will review all applicants on an individual basis using our criteria for selection and current/future projections.

Successful applicants will be emailed a letter of offer and enrolment form. They will be directed to our website www.burrowschool.ie to read the following policies before completing the enrolment form; code of behaviour, anti – bullying and data protection policies. This form will be issued by email and must be completed and returned to the office within 10 working days from date of issue and if not received into the office (by email or hard copy) within 10 working days their place will be reallocated.

Unsuccessful applications will be notified and placed on a waiting list. Your place on the list may change during the year, the Burrow National School will not automatically inform you of this. If you do require your current place on the waiting list please contact the school.

Waiting lists do not carry forward to subsequent years. The waiting list is cleared for classes on 30th September of that year and it is the duty of the parents to make a new application for the following school year.

In the event of a transfer, information concerning the pupil's attendance, progress, the most recent school report and any relevant reports must be communicated. The Board of Management may contact the child's previous school in this regard.

Special Educational Needs

In relation to applications for the enrolment of children with special educational needs, the Board of Management will request a copy of the child's medical and /or psychological report after a place has been offered. The purposes of this is to assist the school in establishing the educational needs of the child relevant to his/her needs and to access the support services required.

However if the school cannot physically meet their needs i.e. in the case of toileting issues, hoists or wheelchair accessibility etc, a place in the school can be deferred until such a time when these are put in place and the Board of Management can comply with the requirement in the Education Act to provide appropriate education for the child. Any such action would be done, following prior consultation, with the parents. The Department of Education and Skills has indicated that identified needs will be met by the allocation of resources following appropriate assessment. The Board of Management of the Burrow National School believes it would be incorrect to enrol a child unless the resources are in place.

Further notes on applications:

- Parents should be aware that the school is under Church of Ireland management and that religious instruction is in accordance with the Church of Ireland.
- Please state clearly under the section for religion the child's and your religious denomination in full i.e. Christian Baptist, Christian Romanian Orthodox etc and not just Christian. If this not clear we will not use this information as part of your application and the application will be placed in Category 8, for all other faiths and those of none.
- Pupils are normally admitted in September and must have reached their 4th birthday on or before they are enrolled in the school.
- You should be aware that the Board of Management approaches parents for a financial contribution to help bridge the gap between running costs and Government grants.
- All data is stored in compliance with the Data Protection Act of 1998.
- If there are any changes of information in relation to contact details, made at a later date, it is your obligation to notify the school of these changes.
- The Board of Management may seek further clarification from applicants before making a decision.



APPEALS PROCEDURE

If parents/guardians are dissatisfied with the decision of the Board of Management not to enrol their child, they may (within 42 days of receipt of the Board of Management's decision):

1. (a) Submit a written Appeal to the Board of Management on foot of the above.

 (b) The Board of Management will review the Appeal and respond in writing to the appellant.

2. If dissatisfied with the outcome of their local Appeal to the Board of Management, the parents/guardians can then lodge an Appeal, under Section 29 of the Education Act, with the Secretary General of the Department of Education & Skills.