

# **St. John's School - Enrolment Policy**

## **adopted 23.11.2017**

### **Background**

Under the Education and Training Act 2020 St. John's School has a maximum roll of 337 pupils at primary level, from New Entrants to Year 6.

The School can accept up to a maximum of 5% non-preference children if places are available after all preference children are accepted.

This Enrolment Policy is set in place to manage the School and to maintain a balance of class level numbers.

### **Guidelines**

1. Parents must have a Preference of Enrolment card signed by their Parish Priest or Ethnic Chaplain in order to obtain preference of enrolment.
2. Applications for New Entrant enrolment for each school year will close at the end of August of the previous year. Confirmation of enrolment will be made by the end of Term 3.
3. New Entrant Children applying for enrolment after the school roll has been finalised for the forthcoming year will not be considered until the following year, unless vacancies still exist on the roll after all previous applications have been accepted.
4. Non New Entrants on the Waiting List will remain on the Waiting List, if parents so wish, until a vacancy occurs.
5. Priority of enrolment of New Entrant preference children will be given after taking into consideration the following:
  - 1) To those whose brothers and/or sisters have already been enrolled.
  - 2) To those whose parents have an active association with a Catholic Parish.
  - 3) Date of reception of application.
  - 4) Any other pertinent facts.
6. Non New Entrant Children on a Waiting List for a particular year will be accepted for enrolment at the discretion of the Principal.
7. This Enrolment Policy applies to all children. In the case of children with special needs, if the school determines after an assessment of the child's needs, conducted in consultation with the child's parents, that those needs cannot be catered for by the school, it reserves the right to refer the application to the Ministry in terms of the Education and Training Act 2020.

### **Conclusion**

The School Board reserves the right to amend or abandon this policy at any time. Any such change will be notified.