Enrolment Policy for St. Michael's College Junior School

Revised and approved, October 2026

This policy is set out in accordance with the provisions of the Education Act 1998, in order to assist the Board of Management, parents /guardians of the Junior School in enrolment procedures. The principal of the Junior School will be happy to clarify any further matters arising from the policy.

Section A Ethos and Mission Statement

The school seeks to provide an environment in which the full potential of each student can be developed against a background of Congregation of the Holy Spirit Philosophy of education. Students will be encouraged to strive towards excellence in academic, sporting cultural, personal and social achievement. The Spiritan philosophy of Education highlights the Religious Education of our pupils as a prime concern. We strive to make our school a place where faith is nurtured within the Roman Catholic tradition and where the needs of those of other faiths are recognised and respected. We see a partnership between parents and students and teachers and patrons as the most effective way of ensuring these goals are attained.

Section B- Operating Context

St. Michael's College Junior School, a Spiritan school founded in 1944, is an independent Junior School which operates within the context of the best practice followed by national schools under the control of the Dept. of Education. The school takes into account the rights of the Patron, as set out in the Education Act as well as the funding and resources available to the College. The school supports the principles of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs including gifted children.

School Resources

- The school property is provided by the Congregation of the Holy Spirit in Ireland. The financial and teaching resources of the school are provided by a combination of fees, voluntary contributions and fund-raising.
- The school, while remaining independent, operates within the regulations laid down from time to time by the Department of Education.

- The school follows the curricular programme prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.
- Implementation of the School Plan and school policy must have due regard to resources and funding available.

Section C School Details

Type of School
St Michael's College Junior School is a Roman Catholic school owned by the Congregation of the Holy Spirit in Ireland and conducted under the patronage of the Spiritan Education Trust . (SET)

The name of the College is St Michael's College Junior School. Contact may be made with the school office by telephone (01) 2189440 or dhanley@stmc.ie. St. Michael's College Junior School is a fee-paying Catholic school for boys of primary school age. A Board of Management made up of representatives of the patrons, parents and teachers manages the school. The name of the principal is Ms. Lorna Heslin who also acts as Secretary to the Board of Management. The Deputy Principal is Mr. Enda Ruane. The school hours are 8.45a.m. to 2.55p.m.
Except in exceptional circumstances, class size groups shall not exceed 26 pupils in Junior Infants to Sixth Form.

Resources and Curriculum
The school offers the programme of the primary school curriculum. In addition to the principal, there are 13 class teachers, 1.5 Learning Support teachers, 1 Resource teacher, 1 P.E. teacher, 5 Special Needs Assistants, 1 P.E teacher and 1 part time Chaplain.

Extra- Curricular Activities
The school offers an extensive extra-curricular programme including cultural and sporting pursuits. All extracurricular provision is dependent on resources and is subject to demand.

Partnerships
There is an active Parents' Association which operates under its own constitution to support the work of the school.

Section D Procedures

Declaration of Interest Procedures:
Declaration of Interest Forms may be obtained from the College's Administration Office.
Forms must be completed and returned to the principal at the school address with the

relevant fee. All applicants will receive an acknowledgement. All parents are invited to an Open Evening in October before the year of entry. Places will be offered in the weeks after this Open Evening. A meeting with the principal may also take place for students deemed to meet the criteria for the available places in the college. Standardised Tests are administered to students upon entry, other than at Junior Infant level.
Fees are due within 30 days of date of invoice.
When their child is enrolled in an Independent School, parents must fill in the R1 form and return it to the school for submission to Tusla. Failure to do so will result in parents' contact details being submitted to Tusla by the school.

Provision of Information by Parents.

The Enrolment Form which must be **signed by both parents** requires the following information**:**

1. Pupil's Name, Address, Date of Birth. Pupils are enrolled according to the name on their Birth Certificate. Changes are made only with the written consent of both parents or by court order.
2. Names and Addresses of Parents/Guardians
3. Contact Telephone Numbers in case of emergency
4. Religion (Baptismal Certificate)
5. Details of Medical history and any relevant report
6. Details if additional educational needs and any relevant report
7. Previous school(s) attended
8. Two recent school reports
9. Permission to seek information verbal/ written report from the previous school
10. Permission to use child's photo on website and other published school material
11. Permission to receive development update and invitations from the school
12. Signed acceptance of the College's ethos/mission statement and the code of behaviour
13. Undertaking to pay school fees in line with Fee Policy
14. Other relevant information

Decision-Making Process

- Decisions regarding applications/admissions are generally made by School Management in accordance with school policy not later than December of the previous year. Decisions are communicated to applicants within 21 days of the decision being made to enable parents of unsuccessful applicants to make alternative arrangements.
- If a family turns down a place when it is offered, their date of application for the higher class is the date the offer was turned down and not the date of first application.

Enrolment Criteria

Students must be aged 4 on 1st May in the Calendar year of the child's entry into Junior Infants. (Birth Certificate evidence is required for enrolment to any class)

It is expected that all prospective students will subscribe to the spirit and ethos of St Michael's College and the Spiritan educational Philosophy.

When the **number of applicants exceeds the number of places available for Preschool, Junior Infant and Third Form**, the following are the criteria to be utilised in St Michael's College Junior School. Within these criteria, places are allocated on a first come first served basis.

1. Boys attending St. Michael's College Preschool
2. Brothers of existing students in the (i) Junior School and (ii) in the Senior School
3. Brothers of past students of the Senior School.
4. Sons of employees permanently employed in the College's Junior and Senior schools
5. Sons of Past Pupils of the Junior and Senior School
6. Nephews, Grandnephews and sons of cousins to the first degree of Spiritan Congregation members.
7. Nephews of Past Pupils of the Junior and Senior School

When the **number of applicants exceeds the number of places available for any other class**, **the following criteria only apply:**

1. Brothers of existing students in the (i) Junior School and (ii) in the Senior School
2. Brothers of past students of the Senior School.
3. Sons of employees permanently employed in the College's Junior and Senior schools

All other applicants are offered based on date of application.

Notwithstanding the above, the Board of Management may decide, in very exceptional circumstances or on compassionate grounds, to exercise its discretion to create an additional place or to give higher priority to a particular applicant in order to award him a place.

Additional Needs

Where applicants with Additional Needs are eligible to attend St Michael's College Junior School, the school management will request an up-to-date copy of the applicant's medical/psychological report/Individual Educational Report or an immediate assessment. This is in order to assist the school in establishing educational and training needs of the child relevant to his disability or additional needs and to profile the support services required. On the basis of the relevant information, the school will assess how his needs can be met. The principal may meet the applicant's parents to discuss the child's needs and the school's capacity to meet them.

Right to Refuse

The School Management reserves the right to refuse admission in certain circumstances.