

St. Mary's College Junior School



School Enrolment Policy

Scope of Policy

This policy is set out in accordance with the provisions of the Education Act 1998, in order to assist the Board of Management of St. Mary's College Junior School and parents/guardians in enrolment procedures.

Ethos and Mission Statement

Our Spiritan ethos seeks to foster a tolerant climate within our school which allows students to develop in a nurturing, inclusive and secure environment. St. Mary's provides a stimulating education within a supportive community offering an open, transparent and welcoming enrolment structure. At its core, our Catholic ethos promotes an inclusive climate for all our students and their families.

St. Mary's College Junior School is an inclusive Spiritan school where boys of all faiths and none are welcomed. The school is sensitive to and respectful of all faiths – but our daily timetable requires all students to attend all scheduled classes and associated programmes. Children not partaking in key faith formation moments (First Confession, First Holy Communion and Confirmation) are welcome to attend and observe these ceremonies.

Operating Context

St. Mary's College Junior School, a Spiritan school founded in 1890, is an independent Junior School which operates within the context of the best practice followed by national schools under the control of the Department 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 school. 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 Spiritan Congregation in Ireland. The financial and teaching resources of the school are provided by a combination of fees and fundraising.

The school, while remaining independent, operates within the regulations laid down from time to time by the Department of Education and 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.

School Details

St. Mary's College Junior School is an all-boys, fee-paying, Roman Catholic school owned by the Spiritan Congregation in Ireland and conducted under the patronage of the Spiritan Education Trust (SET). St. Mary's College Junior School is a mixed ability school for boys from Junior Infants – 6th class.

Contact may be made with the school office by telephone 01-4995721 or by email at junsec@stmarys.ie. A Board of Management made up of representatives of the patrons, parents and teachers manages the school. The name of the Principal is Ms. Judith Keane who also acts as Secretary to the Board of Management. The Deputy Principal is Mr. Greg Owen. The school hours are 8.45a.m. to 2:45p.m.

Except in exceptional circumstances, class size groups shall not;

- exceed 26 students in Junior Infants to Form 2
- exceed 28 students in Form 3 and Form 4
- exceed 30 students in Form 5 and Form 6

Traditionally, Form 6 students transfer to St. Mary's College Senior School for their secondary school education. Student who have completed Form 6 in St. Mary's College Junior School have priority of admissions into St. Mary's College Senior School.

Resources and Curriculum

The school delivers the full primary school curriculum. In addition to the Principal, there are 13 mainstream class teachers, 2 learning support teacher, 3 special needs assistants, 1 part time chaplain, 1 part-time physical education teacher, 1 part-time music teacher and a full-time school secretary.

Extra- Curricular Activities

The school offers an extensive extra-curricular programme. All extra-curricular provision is dependent on resources and is subject to demand.

Partnerships

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

Application Procedures

St. Mary's College Junior School is a Catholic school that supports inclusiveness with respect to the enrolment of children and it is expected that all prospective students and their parents will subscribe to and actively support the spirit and ethos of St. Mary's College.

Parents/Guardians may first signal their declaration of interest by contacting the school for an application form or by visiting the school website to download an application form. All applicants will receive an acknowledgement.

All parents/guardians are invited to an Open Day in October before the year of entry. Places will be offered in the weeks after this Open Day. A meeting with the Principal may also take place for students deemed to meet the criteria for the available places. Standardised Tests are administered to students upon entry, other than at Junior Infant Level.

Provision of information by Parents

Enrolment Form

1. Student's Name, Address, Date of Birth
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 of Special Educational Needs and any relevant report(s)
7. Previous school(s) attended (if applicable)
8. Two recent school reports (if applicable)
9. Permission to seek information verbal/written report from the previous school (if applicable)
10. Other relevant information

Decision-Making Process

Decisions regarding applications/admissions are generally made by the Principal in accordance with school policy not later than November 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.

Parents who are offered a place for their son/sons are asked for a deposit and only on receipt of this non-refundable deposit, currently set at €2,000 per child, is that place secured.

Enrolment Criteria

Students entering Junior Infants must be aged 4 on or before June 1st of the year of entry (Birth Certificate evidence is required).

When the **number of applicants exceeds the number of places available**, the following are the criteria to be utilised. Within these criteria, places are allocated on a first come first served basis.

Order of Priority in Admissions

1. Brothers of existing students in (i) St. Mary's College Junior School and (ii) St. Mary's College Senior School
2. Brothers of past pupils of (i) St. Mary's College Junior School and (ii) St. Mary's College Senior School
3. Sons of employees permanently employed by St. Mary's College Junior and Senior Schools
4. Sons of past pupils of the Junior and Senior Schools

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.

Allocation of further places will be based on date of application, with priority given to those who applied earlier. However, once an application has been accepted by the school and the offer of a place has been refused or deferred by the parents/guardians of the applicant, that application ends and a fresh application is required or the original application is amended to show the date of deferral. This date becomes the new application date. This process applies in the situation of an applicant's parent/guardian deferring/postponing the application to an entry date later than originally specified.

Applicants with Special Needs

Where applicants with special needs are eligible to attend St Mary's College Junior School, the Principal will request an up to date copy of the applicant's medical/educational psychology assessment report/occupational therapy assessment report/student support file

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 special needs and to profile the support services required. On the basis of the relevant information, the school will assess how the child's 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.

Enrolment Policy Review

This policy was ratified by the Board of Management on 22nd September 2026 and will be reviewed on an annual basis (or sooner if deemed necessary).