



ADMISSIONS POLICY

In accordance with the provisions of the Education Act 1998, the Board of Management of Rathgar Junior School sets out as follows its Admissions Policy. In so doing, it is hoped that parents will be facilitated in fully informing themselves about enrolment matters. The Principal, Mr Charles Chambers, will be happy to address any queries regarding this policy.

School Name: Rathgar Junior School & Kindergarten

Address: 62-63 Grosvenor Road, Dublin 6, D06 WC04.

Contact: 01-4972411 (Administrator/Principal)

RJS is a primary school founded by Isabel Douglas and owned by The Society of Friends. The Quaker ethos and Christian values permeate everyday life in school. The school is supported by a Board of Directors and managed by the Principal, Charles Chambers. It is further supported by a very active Parents' Committee.

Teaching staff: There are 8 full-time teachers in RJS taking each of eight separate classes. The Principal also teaches on a part-time basis. There are additional part-time teachers who provide support in a number of subjects.

Range of classes: RJS is a junior co-educational primary education school. The classes available are Kindergarten A (Junior Infants), Kindergarten B (Senior Infants), Form 1, Form 2, Form 3, Form 4, Form 5 and Form 6.

Curricular programmes: RJS follows the curricular programmes prescribed by the Department of Education and Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

Ethos: RJS supports the following values and promotes them vigorously in its programmes:

- Tolerance and understanding,
- A spirit of consideration for and acceptance of the rights and views of others,
- Respect for the diversity of values, beliefs, traditions, languages, and ways of life in society,
- Acceptance of the Gospel principle of treating others the way one would like to be treated,
- A rounded view of education with school and home working together to bring out all the child's gifts (academic, musical, arts, drama, sport),
- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special need.

School hours are broadly as follows:

All classes should be in school by 8:40 daily. Early supervision is available for Juniors and Seniors between 08:10-08:40. Finishing times are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
KGA/KGB	13:00	13:00	13:00	13:00	13:00
Forms 1-6	15:00	13:30	15:00	14:30	13:00

If your child is doing hockey (Term 1 & 2, Form 2-6) or summer games (Term 3, Form 2-6) they will finish at 15:30 on Tuesday and 16:30 on Thursday and will return to school at these times. In Terms 1, 2, and 3 Form 1 have the option to play Playball on a Tuesday after school from 13:30- 14:10. In the summer term, Form 1 & 2 have the option to do tennis on a Thursday and they will return to school by 15:15.

Assembly: Children in Form 1 to Form 6 attend assembly from 08:40-09:00. From time to time we may have a later assembly to include KGA and KGB children.

Absences from School: If your child is absent or late for any reason, please email your class teacher. Reasons for absences are recorded on our Aladdin system. We are required by Tusla to notify them if a child has been absent for 20 days.

Further Information: An information pack is issued to all parents during the summer. This outlines in some detail the practical arrangements concerning school term dates, half-term dates, days during term when the school will be closed, parents' afternoons, games arrangements, Christmas plays, handwork exhibition, the Kids Club, school hours, supervision and collection arrangements, parking information, pupils' belongings and school requisites and optional extras. A copy of this bulletin is available on request.

Admissions policy

1. Decisions in response to application for enrolment are made by the Principal in accordance with school policy.
2. Enrolment is by way of written application only. A completed application form must be received to enable a child's name to be placed on the appropriate year's waiting list. RJS' experience in recent years is that an application form should be submitted as early as possible (i.e. generally no later than the child's first birthday).
3. The application form requires the following information:
 - The child's name, age, and address,
 - The names and addresses of the child's parents/guardians,
 - Normal contact telephone numbers,
 - Emergency contact telephone numbers,
 - Details of any medical conditions of which RJS should be aware,
 - Assessments previously conducted in relation to additional/special needs including recommendations for inclusion and provision,
 - Previous schools attended (if any) and reasons for transfer (if applicable),
 - Languages spoken at home and at any previous school (where relevant),
 - Any other relevant information.
4. Once the booking form has been received, the child's place will be confirmed on the RJS entry list (i.e., the child's name is now formally on the list of waiting applicants but a place in the required class has not yet been formally offered).
5. RJS begins issuing offers of places at the end of September/start of October prior to the child starting in Kindergarten A. Parents will generally meet with the Principal before being offered a place.

6. Siblings of present or former pupils receive priority as do children of current staff members.
7. Preference is given to children whose parents wish them to complete the Junior School course (up to approximately 12 years of age) without a change of school. Should a child be removed from the school before completing Form Six, any sibling's application will be automatically transferred to the end of the waiting list, which may result in the child not receiving a place. Preference will also be shown to children, joining Form 2 only, who previously attended **Ardtona House Montessori**.
8. Otherwise, places are offered in the order of RJS receiving the completed application form and booking fee.
9. Parents are usually given 10-14 days to make their decision; occasionally a longer period may be granted. Where a decision is made to accept a place, €1,500 must then be paid. This advance payment is non-refundable; it is retained until the end of Form Six whereupon a full refund will be given. Families who depart RJS, without their child completing Form 6, **will not receive a deposit refund**. For families who have a connection to the school, e.g. the parents were old scholars, or the child has a sibling who is/was a current or past pupil, then €750 must be paid as advance payment with a full refund after the completion of Form 6. Parents will be asked to sign a financial agreement in relation to payment of fees on acceptance of a place for their child. Fees for the following school year will be communicated to parents in the May-August period of the previous school year. However, the school reserves the right to increase fees mid-year, where necessary. In such cases, parents will be given as much notice as possible.
10. Usually 22 places are offered, in KGA, during the October-January period. In certain circumstances, e.g., in the case of siblings, an extra child may be taken into a particular class, at the discretion of the Principal.
11. The class teacher is consulted on a regular basis regarding the progress of each pupil. Following a detailed assessment of the children, the Principal may decide that a child may need to repeat the year. Outside agencies such as education psychologists may be consulted by parents and their reports will be considered.
12. In relation to the admission of children with special needs, the Principal may request a copy of the child's medical and/or psychological report. Where such reports are not available, the Principal is entitled to ask that the child be assessed immediately. The purpose of the assessment report is to assist RJS in establishing the educational and training needs of the child relevant to his/her special needs and to profile the support services required. Having assessed whether RJS could meet the needs specified in the report, RJS may need to liaise in detail with the child's parents to see how the resources required to meet the needs of the child as outlined in the reports could be met. The Principal reserves the right to review whether or not the school is able to provide sufficient support for a child with additional needs and may, in consultation with teachers and parents, withdraw the child's place should it become apparent that their needs cannot be met in RJS.
13. Due to the relatively small class sizes, RJS can sometimes offer a child the opportunity to participate in mainstream education where that opportunity may not be possible in a state school due to larger class sizes. Where specialised teaching is required (e.g. lip-reading, OT, Speech & Language), the child's parents arrange this themselves with support from the Principal. The specialised teaching can take place in school or at home.
14. Each child's needs will be considered on a case-by-case basis to determine whether the school can cater for their needs.

15. We do not have a lift in the school and classes are spread over three floors, therefore, unfortunately the school may not be suitable for children with severe mobility issues or who use a wheelchair.
16. RJS is now a feeder school for Ardtona, and where spaces are available, children from this school will be accepted in Form 2 as a priority.
17. Once all available places have been filled, the remaining families are notified and are asked to return a form stating whether they wish their child's name to be kept on the waiting list in case of a late cancellation.
18. When a place is being offered to parents, they are invited to come and see the school and meet the Principal. Ideally, parents should be accompanied by their child on this occasion.
19. An invitation to the RJS Open Day and End of Year Exhibition is sent out each year to those parents who have accepted places or who have asked that their child's name remain on the waiting list. A similar invitation is issued to relevant parents the year prior to which the child is due to start school. Alternative arrangements may be made where public health guidelines prevent this from going ahead.
20. RJS requires that pupils be at least 4 years old before commencing Kindergarten A. The age of an applicant can vary between 4 and 5 1/2 years. (The Department of Education and Science rules for national schools provide that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years).
21. Fees are payable in advance at the beginning of Term 1, 2 and 3. Families may opt to pay fees in 10 monthly instalments beginning in September. In this case they must ensure all balances are cleared by the end of the school year. A term's notice in writing, **or a term's fees in lieu of notice is required before the removal of a pupil.**
22. Absence because of illness or other reasons does not entitle one to any reduction of fees. However, the loss of fees through illness may be covered by payment of a small premium through the School Insurance Scheme, subject to the terms and conditions of the policy.
23. All children are required to have Accident/Injury Insurance which is arranged through the school office.
24. Where the school is obliged to work remotely due to government and/or HSE advice, the school requires fees to be paid in full.
25. In line with GDPR regulations, parents will be requested to give permission for their child to be included in school photographs on the school website and social media platforms. This permission is retained on file until the child leaves RJS. Permission may be withdrawn at any time by writing to the Principal.
26. Children will be invited to meet their new teacher and to spend some time in their new classroom in June before they start. This date and will be shared with parents in January.

Revised, June 2023