



## **RANELAGH MULTI-DENOMINATIONAL SCHOOL**

### **BACKGROUND**

RMDS is a National School under the Department of Education and Science and administered according to the Rules for National Schools. RMDS is located on Ranelagh Road, next to Mount Pleasant Square. It is on the site of the old St. Columba's National School which has, in various forms, provided education in the area for nearly one hundred years.

### **THE PRINCIPLES OF RMDS ARE:**

- It is multi-denominational - all children are educated in an inclusive atmosphere where each child's social, cultural and religious background is equally respected
- It is child-centred
- It is co-educational
- It is managed by a democratic Board of Management

### **RELIGIOUS EDUCATION IN RMDS**

Time is given each day to the teaching of a religious education programme, the 'Core Curriculum'. The main themes explored are:

- Faiths and Festivals
- Moral Development
- Myself and Others
- Development Education
- Care of the Environment/Sustainable Development

Any parents who wish to use the school premises after school hours for denominational instruction to children of the school are welcome to do so.

### **ENROLMENT POLICY**

- The Enrolment Policy of RMDS provides for equality of access and participation in the school for children in our society whatever their social, religious, cultural and racial backgrounds and whether or not they have a disability or special educational need.

- **A child must be at least 4 years of age before 1st September to start school.**

- While recognising the right of parents to enrol their child in the school of their choice, the Board of Management reserves the right to determine the maximum number of children in each class subject to Department of Education and Science policy and the RMDS enrolment process.

- Since RMDS receives more applications than we can accommodate, parents seeking to enrol their child in RMDS should submit a completed pre-enrolment application form for their child as soon as possible after the child is born/ adopted/ fostered. Children are placed on the pre-enrolment list based on date of receipt of pre-enrolment application. A separate application form should be completed for each child.

- Junior Infant places will be offered in the following order:

1. Places will initially be offered to children on the pre-enrolment list who have a sibling in the school – in order of their place on the pre -enrolment list.

2. Remaining places will be offered to children on the pre-enrolment list, in order of their place on the pre-enrolment list.

3. If the incoming Junior Infants class based on steps 1 and 2 above would fail to assist the school's commitment to an ethos of diversity and inclusiveness, the Board of Management has the discretion to offer up to three (3) of these Junior Infant places within the class to children further down the list who would assist this goal.

Where Junior Infant places that have been accepted are subsequently cancelled, they will be offered to the remaining children on the pre-enrolment list in accordance with the prioritisation above.

Where a child is offered a place in Junior Infants and entry is deferred, the child's name will be placed on the pre-enrolment list for Junior Infants for the following year on the basis of the date of the original pre -enrolment application. There is no guarantee that a place will be offered in the following year.

Once all places in the incoming Junior Infants class have been filled (which is usually shortly before or during the summer break), a letter issues to all applicants on the pre-enrolment list whose children cannot be offered a place:

- (i) Informing them that their application for a place cannot be met by the school;
- (ii) Informing them that in the event of any late occurring places in Junior Infants, places will be offered to children in order of their place on the pre-enrolment list.
- (iii) Inviting them to inform the school in writing if they want to put their child's name on a waiting list for places in that class that may arise in future years.

If a parent/guardian feels they have been refused a place in the school, they have a right of appeal to the Department of Education and Skills under Section 29 of the Education Act 1998, details on [www.education.ie](http://www.education.ie)

When an application form is received for an adopted child or a child in long term foster care, the number of days between the date of adoption or fostering and the date of the application will be calculated and the child will then be placed on the pre-enrolment list as if the application had been received within that number of days after his or her date of birth. If, for example, a child born on 1st November 2000 is adopted on 1 April 2002 and a pre enrolment application is made on 29th April 2002, the application will be treated as if it had been received on 29th November 2000.

In relation to vacancies that may arise up the school, places are offered in class order from Senior Infants upwards to children on the waiting list for those classes with vacancies. In keeping with the school's sibling policy, once one sibling has been offered a place, their remaining siblings on the list are also offered places (subject to vacancies being available in the relevant classes).

Shortly before or during the summer break, a statement as to what constitutes a full school for the forthcoming school year is recorded in the RMDS Board of Management minutes. The concept of a full school is not an exact science in that it is based on consideration of a wide range of factors in any given year such as: Department of Education and Skills regulations regarding class size; maintaining quality of education throughout the school; the school's commitment to multi-denominational education and the number of children in any class with English language education needs; the school's commitment to special education needs and the number of children in any class with special educational needs; health and safety considerations; the overall physical size of the school, the size of individual classrooms, the yard space available to the school.

While taking account of on-going demand for school places, the above factors are weighed each year alongside the school's on-going goal that class sizes should be maintained at as low a level as possible, (i.e., at or below 30) in order to maintain an optimal pupil/teacher ratio and in the interests of the whole school community. The Board of Management considers that the maximum number of pupils in the school should be 240 in eight class years. Furthermore, although total numbers in classes may vary throughout the school (due to attrition or for other reasons that may arise from time to time), the Board of Management considers that the maximum number of pupils in any class should not exceed 32.

This policy is kept under review by the Board of Management and the Patron and will be changed where deemed necessary and appropriate.

July 2016

# RMDS PRE-ENROLMENT APPLICATION FORM

PLEASE COMPLETE PART A IN BLOCK CAPITALS AND RETURN TO:  
THE ENROLMENT SECRETARY, RMDS, RANELAGH ROAD, DUBLIN 6  
*All siblings must be enrolled on separate forms*

## PART A Details of Child

NAME \_\_\_\_\_

EXPECTED YEAR OF ENTRY: \_\_\_\_\_ CLASS REQUIRED \_\_\_\_\_

GENDER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Does your child have special needs? Yes  No

If so, please give details: \_\_\_\_\_

**Please note that you should inform the school a.s.a.p. if this changes so that we can ensure your child's needs are met.**

## Contact details for Parents(s)/Guardian(s)

Name.....

Name.....

Address.....

Address.....

Telephone (home) .....

Telephone (home) .....

(mobile) .....

(mobile) .....

E-mail address .....

E-mail address .....

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to receive an acknowledgement you MUST also complete PART B and return the completed form together with a stamped addressed envelope.

**School Use Only:**  
Date of receipt: \_\_\_\_\_ Pre-enrolment Reference: \_\_\_\_\_

*The Enrolment Secretary needs to know of any change of address in writing.  
Please note that the onus is on you to ensure that the school has your current address.*

## PART B

NAME OF CHILD: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**School Use Only:**  
PRE-ENROLMENT REFERENCE: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

SIGNED: \_\_\_\_\_