

Donabate-Portrane



Educate Together

## **ENROLMENT POLICY**

### **Pre-Enrolment & Enrolment Rules & Procedures:**

This policy has been set out in accordance with the provisions of the Education Act 1998 and provides for equality of access and participation in the school for all children in our society whatever their social, religious, cultural and racial background and whether or not they have a disability or special educational needs.

Donabate/Portrane Educate Together National School is under the patronage of Educate Together. Parents/guardians are advised to familiarise themselves with the Educate Together ethos prior to enrolling their child in the school.

The school caters for children from Junior Infants to Sixth Class. It is co-educational and multi denominational. Donabate/Portrane Educate Together National School is a National School and as such operates in accordance within the Rules for National Schools and is dependent on grants and teachers' resources as are provided by the DES. All school policies must have regard to the resources and funding provided.

Donabate/Portrane Educate Together National School follows the curricular programmes 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).

### **Eligibility Criteria**

Under the Education Act 1998, a child may not be allowed to attend or to be enrolled in a primary school before the 4<sup>th</sup> anniversary of his/her birth. In Donabate/Portrane Educate Together National School children must be 4 years old on or before May 1<sup>st</sup> of the year of admission into Junior Infant classes.

Siblings of children currently enrolled in the school are given priority over those on the pre-enrolment list subject to the conditions outlined below in the Enrolment Criteria. All remaining places are offered on a first come, first served basis.

Parents who feel that their child's adoption or foster placement may have delayed their pre-enrolment date should clearly indicate this on the pre-enrolment form and provide all documentation requested to this effect.

In determining admissions the Board of Management shall take account of Department of Education and Skills regulations in relation to staffing, class size and class average. The Board of Management shall also have regard to issues such as physical space, multi-grade classes and the presence of children with special educational and/or behavioural needs.

### **Admissions Procedures**

1. Parents/Guardians wishing to apply for a place for their child must complete and return a pre-enrolment form. This form can be obtained by contacting the school office (8434573) or may be submitted electronically via the school website ([www.dpetns.ie](http://www.dpetns.ie)). This form requires the parent/guardian to give the school certain information regarding their child.
2. On receipt of a completed pre-enrolment form a pre-enrolment number will be allocated to each applicant. If more than one application form is received on a particular day then these numbers are awarded according to the time the forms are received. If the times are also the same then children will be put on the admissions list one after the other in alphabetical order of surnames.
3. Each child will be placed on the list according to the pre-enrolment number. If parents have twins, triplets etc. then the children will be put on the list one after the other in alphabetical order of the child's first name.
4. When the pre enrolment number has been allocated the school will issue a receipt to the parent/guardian confirming this number. It is the responsibility of the parent/guardian to contact the school if they do not receive a receipt within 21 days.
5. **In the event of a query/dispute over enrolment this receipt is the only acceptable proof of pre-enrolment.** Parents/Guardians are asked to keep this receipt in a safe place.
6. Two separate lists will be kept for each year, a Junior Infant and a non-Junior Infant list. Children will be listed in order of pre-enrolment number.

7. No guarantees of places will be given or implied by pre-enrolment.

#### **8.1 Siblings**

Siblings of children currently in the school (and step/half siblings, adopted and fostered children resident at the same address) will be given preference if enrolled at least two years before planned date of entry.

#### **8.2 First Come/First Served**

The remaining places will be allocated to children according to the date that their pre enrolment form was received by the school.

#### **8.3 Fostered or adopted children**

Fostered or adopted children will be placed on the pre-enrolment list in accordance with their birth date. Their place on the pre-enrolment list will depend on the time elapsed between placement of the child with the family and the enrolment date. For example, a child placed with the family at age two but placed on the enrolment list at age three will be treated as a child enrolled at age one. Confirmation from the relevant agency of the date of placement of a child with the family will need to be provided with the enrolment form. A pre-enrolment number will be provided which is relevant to the child's place on the list. It is the parents' responsibility to inform the school of this information at pre-enrolment (not when offers are being made).

9. Letters of offer will be sent out starting in November of the year prior to that for which the child is pre-enrolled. Parents/guardians must reply in writing to confirm an offered place within 14 days. Failure to respond within 14 days will result in the place being forfeited.

10. On acceptance of a place the child's birth certificate should be provided to the school, a copy will be taken and the original sent back.

11. Parents/Guardians of Junior Infants may defer the child's place for one year, providing the child is under 6 by the first of September of the year in which he/she starts school. This means that the child will be placed on the list for the following year according to the original pre-enrolment number. Deferral does not guarantee a place the following year. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.

12. If a place is not offered during the school year for which a place is sought and parents wish their child's name to be put on the waiting list for the following year (either for Junior Infants or for

another class) they must inform the school by 30<sup>th</sup> September of the year for which the place is sought. By doing this the child will be placed on the list for the following year according to their original pre-enrolment number. It is the responsibility of the parent/guardian to make such a request in writing; otherwise the application will be removed from the school's pre-enrolment list.

13. Non-Junior Infants cannot defer a place which has been offered to them. However, if the parents/guardians want to put them on the list for the next year or a different class they will be issued with a new pre-enrolment number and put on the non-Junior Infant List for that year/class.
14. Two places will be reserved annually for the residents of Sophia Housing or children in Homeless accommodation who due to the transitional nature of their housing would otherwise be excluded from the school.
15. It is the sole responsibility of the parent/guardian to inform the school promptly of any change of address, telephone number or other relevant circumstances.

#### **Enrolment of Children with Special Educational Needs into Mainstream Classes:**

Where it is apparent that a child has a disability or other special educational needs, the school may require that these needs be assessed prior to admission in order to enable the school to make suitable advance preparations for the admission of the student and, if necessary, to seek additional resources.

The school will use the funding provided to it by the Department of Education and Skills to make reasonable provision and accommodation for students with a disability or other special educational needs, including, where necessary, alteration of buildings and provision of appropriate equipment.

Donabate/Portrane Educate Together National School endeavours at all times to practice the school policy of inclusion and welcomes applications from children with special educational needs. Such applications are subject to the enrolment principles outlined above. In order to assist the school in establishing the educational and physical needs of the child relevant to his/her ability or special needs, and to profile the support services required, the school requests that the parent/guardian of the child:

- Informs the school of any special needs as early as possible in the pre-enrolment /enrolment process

- Ensures that copies of the child's medical and/or psychological reports are provided to the school.

Where such a report is not available, a request should be made that the child would be assessed immediately. Following receipt of the report the Board of Management will assess how the school can meet the needs specified therein. Where the Board deems that further resources are required, it will, prior to enrolment, request that the DES and or the HSE provide the resources required to meet the needs of the child as outlined in the psychological/medical report.

The Principal may, in conjunction with the Special Educational Needs Organiser (SENO) or DES inspector, meet with the parents/guardians of a child to discuss the child's needs and the school's suitability or capability in meeting those needs.

Applications for admission in respect of a child with a disability or other special educational needs will be refused where the nature of the child's needs are such that they would make impossible, or have a seriously detrimental effect on, the provision of education by the school to other children.

**Positive Behaviour Policy/Parking Regulations:**

Parents of children who have been offered a place will be supplied with a copy of the school's code of behaviour and the parking regulations on the school grounds. Admission of a child to the school is conditional upon the child's parent/guardian(s) confirming in writing that the code of behaviour and the parking regulations so provided are acceptable to them, and that they shall make all reasonable efforts to ensure compliance with these policies.

**Failure to secure a place:**

Parents may appeal a refusal of admission to the school to the Secretary General of the Department of Education and Skills. For further information, contact:

Section 29 Appeals Unit  
Department of Education and Skills  
Frairs Mill Road,  
Mullingar  
County Westmeath  
(044) 9337008

Parents who are experiencing difficulty in securing a place for their child should contact the National Educational Welfare Board to seek the assistance of their local Educational Welfare Officer: [www.newb.ie/info@newb.ie](http://www.newb.ie/info@newb.ie) 01 873 8700

**Documents required by the school for the enrolment of a child:**

- Completed registration forms
- Birth certificate.

**Students applying for a place who are currently attending another primary school:**

While wishing to facilitate students to change school, provision of a place in the school is conditional on the following:

- The Department of Education and Science (DES) requirements for the transfer of a pupil from one primary school to another are fully complied with.
- A recent school report.
- Recent assessments where relevant.
- The school is satisfied with the reasons for transfer. Information will be requested from the student's current/former school in this regard.
- There being a vacancy in the class/standard in which the student would be most appropriately placed.
- Information/documentation on any special educational or behavioural needs are provided by the child's parents/guardians at the time of the application for a place in the school.
- The school is satisfied that the move is in the best interests of the student. For example that the school is capable of meeting the entire student's special needs requirements.

**Students applying for a place mid year, who are currently attending another primary school, (e.g. mid year transfer):**

- Where a student is accepted for a place it will be decided by the BOM, following consultation with the child's parents/guardians and their previous school, whether such a place may be offered immediately or whether it would be more appropriate to wait until the beginning of the next school year.

- Where the transfer is from another primary school in Donabate we have been advised by the DES Inspector that midyear transfers will take place quarterly, i.e. 1st October, 1st January and 1st April.

**Additional Information:**

Donabate/Portrane Educate Together National School endeavours to provide the highest standard of care for its pupils. In order to achieve this objective successfully, it is vital that the school be informed of any relevant situation regarding health, bereavement, domestic circumstances etc. Any such information should be passed by the school principal and shall be treated in strictest confidence.

**Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 and 2003. Information obtained for the purposes of allocating places in the school to applicant children will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up-to-date. Individuals have the right to have any inaccurate information rectified or erased. A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the Chairperson of the Board of Management.

The Board of Management reserves the right to alter this policy, subject to its statutory obligations, including its obligations to Educate Together as patron. Should this policy be altered, applicant parents will be advised in writing, and will be supplied with an amended policy. All alterations will come into effect 30 days after the date of notification.