

Pelletstown Educate Together National School

Enrolment Policy 2016

Introductory Statement

This policy has been formulated by Pelletstown ETNS to assist parents/carers in making an informed decision in relation to child enrolment and to comply with legislation and Department of Education Circulars.

School Details

Name: Pelletstown Educate Together National School
Address: Ashtown Road, Rathborne, Dublin 15 D15W571
Telephone: 0874483613
Email: pelletstownetns@gmail.com

Roll No: 20392i

Principal: Caitríona Ní Cheallaigh
Deputy Principal: Siobhán Maguire
Opening Hours: 8:30am – 2:10pm

General Information

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.

Pelletstown ETNS is under the patronage of Educate Together. Parents/carers are advised to familiarise themselves with the Educate Together ethos prior to enrolling their child in the school.

The school is a developing school, catering for Junior Infants in 2015-2016, Senior Infants in 2016-2017 and so forth. Pelletstown ETNS is co-educational and equality-based. Pelletstown ETNS is a national school and as such operates in accordance with the Rules for National Schools and is dependent on such grants and teachers' resources as are provided by the DES. All school policies must have regard to the resources and funding provided.

Pelletstown ETNS 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 be enrolled in a primary school before the 4th anniversary of his/her birth. In Pelletstown ETNS, children must be 4 years old on or before June 30th of the year of admission into Junior Infants.

1. Siblings:

Places will be offered in the first instance to siblings of children already attending the school on a first come first served basis.

2. Catchment Area:

Remaining places will then be offered to children living in the defined catchment area on a first come first served basis. The defined catchment area includes (in no particular order): Phoenix Park Racecourse, Ashbrook Estate, Martin Savage Park Estate, Mill Lane, Scribblestown Avenue, Rathborne Estates and Royal Canal Park Estates.

3. Remaining Places:

All/any further places will be offered on a first come first served basis to those who do not fall under criteria 1 and 2 above.

In determining admissions to the school, 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 needs.

Admissions Procedure

1. Parents/carers wishing to apply for a place for their child must complete and return a pre-enrolment form. This form is available at: www.educatetogether.ie/pelletstown. This form requires the parent/carer to provide the school with certain information regarding their child. Upon completion of this form, the parent/carer will receive (by return email) an automated receipt of completed form.
2. On receipt of the pre-enrolment form, the school will allocate the child to the appropriate category as listed above, in accordance with date and time of receipt of completed form.
3. No guarantees of places will be given or implied by pre-enrolment.
4. Children will, as a rule, only be admitted to Junior Infants during the month of September. Children may be admitted to a Junior Infant class during the school year provided they are transferring from another school.
5. Places will be offered in the first instance to children living in the area defined in Appendix 1 on a first come first served basis. Subsequent places if available will be allocated on a first come first served basis.
6. Letters of offer will be sent out starting in November of the year prior to that for which the child is pre-enrolled. Parents/Carers 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.
7. 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.
8. Parents/Carers 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/Carers of children for classes other than Junior Infants cannot defer a place.
9. 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 the 30th 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 Parents/Carers to make such a request in writing; otherwise the application will be removed from the school's pre-enrolment list.

10. It is the sole responsibility of the parent 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 need, 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 the students with a disability or other educational need, including, where necessary, alteration of buildings and provision of appropriate equipment.

Pelletstown ETNS 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(s)/carer(s) 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 report(s) are provided to Pelletstown ETNS.

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 the DES (NCSE) and/or the HSE to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

The Principal may, in conjunction with the Special Educational Needs Organiser (SENO) or DES inspector, meet with the parent(s)/carer(s) of the 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.

Code of Behaviour:

Children enrolled in Pelletstown ETNS are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management.

Parent(s)/Carer(s) are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

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
Friars Mill Road
Mullingar
Co. Westmeath
T | (044) 9337008
E | www.education.ie

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 | 01 873 8700

Additional Information:

Pelletstown ETNS endeavours to provide the highest standards 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 to the school principal directly 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. All data submitted as part of the admissions process will be destroyed within twelve months of the deadline for receipt of application forms (as opposed to registration forms) 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.

Contacts:

Please refer all admission-related queries to Maeve Molloy, School Secretary

Communication and Dissemination:

This policy will be available at the school office. It will also be made available online at www.educatetogether.ie/pelletstown, alongside the school's pre-enrolment form.

Upon its establishment, a copy of this policy will be given to the PTA.

A copy of this reviewed policy will be sent to all parent(s)/carer(s) of pupils in the school and to incoming pupils of the following school year.

Ratification and Review:

This policy was ratified by the Board of Management on the 1st day of March 2017. It is scheduled for review in June 2017.

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 the 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.

Policy adopted by the Board of Management on 1st March 2017.

Signed: Eric Young (Chairperson, BOM)

Signed: Caitriona Mí Cheallaigh (Principal)