

Below is the current text of this policy. Please note, however, that it is due for review during the 2019/20 school year.



Enrolment Policy

Due to the planned commencement of the Education (Admission to Schools) Act, 2018, Dublin 7 Educate Together National School will not accept pre-enrolment applications forms for September 2024. A new Admission Policy will be approved with an annual admissions process for this intake group.

This policy has been formulated by the Board of Management (the Board/BoM) of D7ET.

Rationale

To assist parents / guardians in making an informed decision in relation to child enrolment.

To comply with legislation and Department of Education and Skills (DES) circulars.

General Information

This policy has been set out in accordance with the provisions of the Education Act 1998.

D7ET is under the patronage of Educate Together. Parents /guardians are advised to familiarise themselves with the Educate Together ethos prior to placing their child on the pre-enrolment list or enrolling them.

The school caters for children from Junior Infants to Sixth Class. It also has an assisted learning unit for children with autism. It is co-educational and equality based. The school is a national school and as such operates in accordance with the rules for national schools. It is dependant on such grants and teachers' resources as are provided by the DES. All school policies must have regard to the resources and funding provided.

The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. The school also follows "Learn Together", the ethical programme of our patron body, Educate Together.

Eligibility Criteria

- Under the Education Act 1998, a child may not be allowed to attend or be enrolled in a primary school before the fourth anniversary of his/her birth. In D7ET, junior infants must be 4 years old, on or before May 31st, on the year of enrolment into Junior Infants class. This is applicable for children enrolling in Junior Infants from 2013 onwards.
- 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 Procedures. All remaining places are offered strictly following the ranking of the pre-enrolment number on the pre-enrolment list. 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 enrolments the Board shall take account of DES Regulations in relation to staffing, class size, and class average. The Board 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.

Enrolment Procedures

1. Parents / guardians wishing to apply for a place for their child must complete and return to the school an application form. An application form may be obtained by contacting the school office or may be downloaded from the school website. This application form requires the parent / guardian to give the school certain information regarding their child (copy form on website or available from school office).

2. On receipt of completed application form, a pre-enrolment number will be allocated to each applicant. If more than one application form is received on a particular day, these numbers are

awarded in the order of the post date on the envelope. If the post date on the envelopes is the same the numbers are awarded in alphabetical order of the first surname.

3. Each child will be placed on the list according to the pre-enrolment number. If parents have twins/triplets, the children will be put on the list one after the other in alphabetical order of the child's first name.

4. Two separate lists will be kept for each year, a Junior Infant and a non-Junior Infant list. Children will be ranked in pre-enrolment number order on these lists.

5. 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. 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.

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

7. Children will, as a rule, only be admitted to junior infant classes 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.

8.1 Siblings

Siblings of children who will be students in the school on the planned date of entry (and step/half siblings, adopted and fostered children resident at the same address) will be given preference if enrolled by September 1st of the year before planned date of entry.

8.2 Pre-enrolment number

The remaining places will be offered to children strictly following the ranking of the pre-enrolment number on the pre-enrolment list.

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 interest will be sent out in October/ November of the year prior to that for which the child is enrolled, and must be replied to within 14 days. Failure to do so will result in the place being forfeited.

10. Letters offering places will commence being sent out in the last week of January.

11. Parents must reply in writing to confirm an offered place within 14 days of the place being offered. Failure to respond within 14 days will result in the place being forfeited.

12. 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 on which s/he 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.

13. It is the sole responsibility of the parents to inform the school promptly of any change of address, telephone number or other relevant circumstances.

14. On acceptance of a place the child's birth certificate should be provided to the school, a copy will be retained for school records, and the original returned. The PPSN number of the child should also be obtained at the time of enrolment.

Pupils with Special Educational Needs

D7ET welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this enrolment policy.

In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required, the school requests that parents:

- Inform the school of any special needs as early as possible
- Ensure that copies of the child's medical and /or psychological report(s) are provided.

Where such a report is not available, and in the event that an applicant is accepted for enrolment, a request will be made that the Applicant be assessed immediately. Following receipt of the report, the BoM will assess how the school can meet the needs specified therein. Where the BoM deems that further resources are required, it will, request the DES and/or the 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 parents/guardians of the child to discuss the child's needs.

The school reserves the right to refuse enrolment to any applicant as follows:-

1. In exceptional circumstances, the BoM may refuse to enrol an applicant because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
2. In exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
3. Where the terms of this enrolment policy are not complied with.

Parents of applicants so refused will be advised of their right to appeal the BoM's decision as outlined below.

Autism Class

The school operates a separate enrolment process for children with autism. A formal process is being developed for the purpose of ratification.

Pupils Transferring

The Board shall allow pupils to transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the DES.

Under the Education Welfare Act (2000), the Board may require that information concerning attendance and the child's educational progress, should be communicated between schools before the child transfers to D7ET.

Code of Behaviour

Children enrolled in D7ET are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents / guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

Appeals Procedure

Parents / guardians who are dissatisfied with an enrolment decision may appeal in writing to the Board. The letter of appeal must be addressed to the chairperson of the Board stating the grounds of appeal and it should be lodged within ten days of receiving the refusal. Parents / guardians who are dissatisfied with the outcome of the appeal may appeal to the DES on foot of section 29 of the Education Act 1998 on the official form provided by the DES. This appeal must be lodged within 42 days of receipt of the refusal to enrol from the school.

Additional Information

D7ET endeavours to provide the highest standards of pastoral care for its pupils. In order to achieve this objective successfully it is vital that the school be informed by parents/guardians of any relevant situation to a pupil regarding health, bereavement, domestic circumstances etc. Any such information should be passed to the school principal and will 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. (See Data Protection Policy).

Ratification and Review

This policy was ratified by the BoM on the 28th November 2016 and replaces all previous enrolment policies. It is scheduled for review during the first term of the 2017/2018 school year. *[Note added 2019-06-11: Due for review during school year 2019/20.]* Educate Together, as patron, approved the manner of this policy's publication on the 29th November 2016. The BoM reserves the right to alter this policy, subject to its statutory obligations, including its obligations to its 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.