

Glasnevin Educate Together National School,
Griffith Avenue, Glasnevin, Dublin 11



Pre-Enrolment and Enrolment Policy

First written: 09-01-2003
Second Version 18-11-2008
Updated January 2012; July 2013; Sept 2015
Reviewed June 2018, and Ratified Oct 17 2018

Focus and Scope of Document

To ensure fairness and transparency of procedures used to pre-enrol and enrol children in Glasnevin Educate Together National School.

The policy is prepared in accordance with the Education Act 1998 and with the Education Admissions to Schools Act 2018. In doing so the Board of Management of GETNS trusts that parents will be assisted in relation to enrolment matters. However, if further information is needed it may be obtained from the School Principal.

SCHOOL DETAILS

Board of Management (BoM):

Chairperson: Vincent Conway
School Principal: Róisín Conlon
Patron Representative: Aaron Copeland
Staff Representative: Danielle Daly
Parents' Representatives: Ciarán Rehill
Aoife Connolly

Community Representatives: Francesci Lorenza
Mary Gavin

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Staff:

Teachers

Classroom Teachers 1 Principal
 12 Mainstream Teachers
 2 Special Class Teacher
 3 SETs

Special Needs Assistants: 9 SNAs

Religion: Multi Denominational

Opening Times: 8.40 - 14.20

Holidays: As per DES Regulations

The school is a co-educational school. It depends for its operation on the grants and teacher resources provided by the Department of Education and Skills (DES). It operates within the regulations set down from time to time by the DES. Therefore, school policy must have regard to the resources, supports and funding available.

Department of Education and Skills:

The school is non-fee paying and as such is grant-aided by the Department of Education and Skills.

Voluntary Contribution:

In the course of a school year there are major outlays on areas such as electricity/heating, insurance, maintenance, security and teaching/audio visual aids, games, etc (The school therefore intends to approach parents once a year to request a voluntary contribution to assist with major on-going expenses. Payment is entirely voluntary. The school also gratefully acknowledges the great assistance in fundraising received from the Staff, Pupils, and Parent/Teacher Association.)

Arts and Crafts and photocopying contribution:

The school intends to request an annual voluntary contribution of €85 towards the cost of arts and crafts, photocopying contribution, book loan scheme contribution and insurance. This contribution is to be collected each year during the first week in September. Again, this contribution is entirely voluntary.

Ethos

Glasnevin Educate Together is an Equality-based, Co - Educational National School under the patronage of Educate Together, our Patron Body.

As such it supports the Philosophy of the Patron body which is:

Equality based: All children having equal rights of access to the school and children of all social, cultural, religious and no religious backgrounds being equally respected.

Co-Educational: Committed to encouraging all boys and girls to explore their full range of abilities and opportunities.

Child Centred in their approach to education.

Democratically run with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers.

Within the context of the DES regulations and programmes, the rights of the Patron as set out in the Education Act 1998 and the funding and resources available the school supports the following principles:

- Inclusiveness, in relation to the enrolment of children with disabilities and special education needs.
- Equality of access and participation in the school.
- The right of parents to enrol their children in the school.
- Respect for the diversity of values, beliefs, religious beliefs, traditions, languages and ways of life in society.

Curriculum:

The revised primary school curriculum is being implemented in accordance with DES regulations. We welcome the new Primary Language Curriculum.

Background

The school opened on September 1st 2002 and became a full single stream school by September 2008 (i.e. one class for each year). We moved into our new purpose-built school in January 2017, and regained developing status, as we now grow to double stream.

Assisted Learning Class

The BOM set up an Assisted Learning Class (ALC) for Children with autism (ASD) in September 2003. Once sanctioned by the NCSE and in our new building, the BOM opened up a second ALC for children with autism in September 2017.

All parents of the school must accept and agree to the school's Code of Behaviour and the terms of this policy;

Pre-Enrolment and Enrolment Rules and Procedures:

1. Eligibility Criteria for all children

Under the Rules for National Schools, a child may not be allowed to attend or be enrolled in a national school before the fourth anniversary of his/her birth.

In line with pre-school developments, the BoM recommends that an applicant is four years of age on or before the January preceding the September in respect of which the application for enrolment into junior infants relates to.

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 as well as provide all documentation requested to this effect

2.1 Mainstream - Admissions Procedures: pre enrolment

1. Parents wishing to apply for a place for their child must **complete** and return a pre-enrolment form (See Appendix 1). This form can be obtained from the school website or collected from the school. This form requires the parent to give the school certain information regarding their child including any siblings enrolled and/or pre-enrolled in GETNS.
2. A separate form must be used in respect of each child's application for enrolment.
3. 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 in the order of post-date on the envelope. If the post date on the envelopes is the same then children will be put on the admissions list one after the other in order of time the application was received.
4. 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 the order on which they appear on the form.

5. No guarantees of places will be given or implied by submitting a pre- enrolment.

2.2 Offers

1. Children will, as a rule, only be admitted into 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 and a place is available and they are the next eligible person on the waiting list.
2. a. Offers will be made into Junior Infants for children who have siblings currently in the school provided that their applications are received by **October 31st** prior to the year they will be starting school.

b. All remaining places will be offered by order of pre- enrolment number on the pre-enrolment list.
3. 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. It is the parents' responsibility to inform the school of this at pre-enrolment (not when offers are being made!)
4. Offers of places will be sent out by letter 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 school working days will result in the place being forfeited.
5. 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.
6. Parents/ Guardians of Junior Infants may defer the child's place for one year only, 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.

2.3 Waiting List for Junior Infants

If parents/guardians have not received an offer by the last date of November and **wish their child's name to be kept on a waiting list, the school must be informed by January 15th**. By doing this the child will be placed on the waiting list for that intake 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.**

2.4 Waiting List for Places in Other Classes

Occasionally a place becomes available in other classes. In order to be considered for one of these places a request in writing must be made to the school, each year. In the event of a place becoming available offers will be made following same policy - sibling first, first come first served.

2.5 Enrolment of Children with SEN into Mainstream Classes

GETNS welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this enrolment policy. For us to meet our objective of maximising the students learning potential, we endeavour to have suitable provisions in place when the student is enrolled in the school and maintained while the child is a pupil here.

To help us ensure that this can be achieved we ask parents/guardians to do the following.

- Inform the school that special provision may be required. This will allow us to begin the process in negotiating with the DES to secure the resources needed. For this to be successful it is essential that we can support our case with up-to date professional documentation such as a psychologist's reports, speech and language assessments and occupational therapists assessments.
- On receipt of such documentation application will be made to the DES for appropriate resources.
- Once funding of resources are approved, we can set up special provision for the student.
- It is expected that parents/guardians play as full a part as possible in this process
- The above process is critical in ensuring that the best possible supports are in place for the child to succeed.

Where such a report is not available, and in the event that an applicant has additional needs and is accepted for enrolment, a request may be made that the Applicant undergoes assessment. 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 approach adopted by the school will be one of co-operative assistance with the parents/guardians and professionals working with the child in seeking the resources required to enable him or her to reach his or her full learning potential. However it must be stated that it is the responsibility of the DES to supply the resources required.

3.1 Admissions Procedure for ALC: Pre-enrolment

1. Parents wishing to apply for a place for their child must **complete** and return an ASD pre-enrolment form (see Appendix 2). This form can be obtained from the school website or collected from the school. This form requires the parent to give the school certain information regarding their child including any siblings enrolled and/or pre-enrolled in GETNS.
2. A separate form must be used in respect of each child's application for enrolment.
3. 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 in the order of post-date on the envelope. If the post date on the envelopes is the same then children will be put on the admissions list one after the other in order of time the application was received.
4. 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 in the order on which they appear on the form.
5. No guarantees of places will be given or implied by submitting a pre-enrolment.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment.

3.2 Procedures for Enrolment in ALC

The criteria for enrolment to the class for children with Autism, incorporating the Department of Education and H.S.E. policies are as follows:

1. Parents will complete (/have completed) a pre-enrolment form (Appendix 2) and return this to the office, along with an original birth certificate and all other supporting documentation.
2. A recent psychological assessment (within 2 years of the proposed admission date) or a report from a multi-disciplinary team should be provided, indicating the child as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria or equivalent. Any additional reports should be shared with the school to give an accurate picture of the child's needs. A pupil's placement needs to be suitable so that they can be given a reasonable opportunity to succeed within GETNS. Please note also that the date of diagnosis and the child's age at the time of application will be taken into consideration.
3. If the child also presents with a general learning disability, the school must be informed.
4. Priority may be given where reports include a recommendation for placement in a mainstream school with ASD class.
5. Ideally the child has the potential to be included in a mainstream class with his/her age-based cohort before leaving primary school.
6. An Acceptance Form as issued by the school must be returned to the school within the required time period;

Support by Outside Agencies:

Parents, before accepting a place, please note that a guarantee of support by outside agencies such as the H.S.E. cannot be provided. Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on the local H.S.E. services or Mater Child Guidance Clinic. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are being availed of.

Some years we may have no places available in the ALC. Subject to a place becoming available each application meeting the criteria will be considered by the Admissions Team. The team will include the School Principal, the In School Management Team and the

Special Class Teacher. The Admissions Team will be advised by the NEPS psychologist and/or SENO when necessary. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

In the first instance, the Board of Management will prioritise children who have siblings in the school for enrolment purposes.

Following on from this, applications will be numbered as they are received and will be placed on the waiting list in that order.

Prior to letters of offer being issued, a visit to the school may be arranged, parents and child will be invited to visit the school to meet with a member of the Special Ed.Team and/or the Principal of the School. The parents may be requested by the school to consent to a visit by the staff to a child's pre-school/school/home setting.

3.3 Post Acceptance

1. Once settled into the class a relevant Individual Education Plan will be provided for the child. This plan will have an input from all parties involved with the education of the child and may be supported by a psychologist from the N.E.P.S. (National Education Psychology Service) team.
2. The plan will be updated on a regular basis by staff.
3. It is recognised by the school that inclusion of children with special needs in the mainstream classroom setting is the school's objective. **Where eligible**, each child in the ASD class will be assigned to an age-appropriate mainstream class for integration purposes. However, we must be cognisant of the child's needs, strengths and abilities. **The best interests of all the children will be paramount in the above processes.**

3.4 Monitoring and Review

The school reserves the right to review the child's progress from time to time, during or after each year to determine whether this is indeed an appropriate school placement for the child.

4. Code of Behaviour

All pupils enrolled in GETNS are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents are responsible for ensuring that their children co-operate with these policies.

5.1 Refusal to Enrol

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

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. *The BoM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.*
3. *The terms of this enrolment policy are not complied with*

When is the school full?

The Board of Management of Glasnevin Educate Together N.S. recognises the rights of parents to enrol their child in the school of their choice, however, the Board is in the first place responsible for, the rights of the existing school community, and in particular, the children already enrolled. This requires balanced judgements, which are guided by:

- The ethos of the school
- Department of Education and Science (DoES) class average directives.
- The availability of grants and teacher resources provided by the DoES.
- The educational needs of children of a particular age and/or group.
- The presence of children with special education and/or behavioural needs within a specific group.
- The principles of natural justice, and acting in the best interest of all of the children.

5.2 Appeal Procedure

Parents may appeal the decision not to enrol their child in the school under Section 29 of the Education Act 1998.

Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be located on www.education.ie. This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

6 Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 and 2003 and GDPR. Information obtained for the purposes of allocating places in the school to applicants 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 BoM.

7 Additional Information

GETNS 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 by the school principal and shall be treated in strictest confidence.

Documents required by the school for the enrolment of a child.

- Completed registration forms.
- Birth certificate.
- Child's PPS number.

8 Ratification and Review

- This policy was ratified by the BoM on _____.
- It is scheduled for review on _____.
- Educate Together, as patron, approved the manner of this policy's publication on _____.
- 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.

Appendix 1

Glasnevin Educate Together National School



Pre-enrolment Form Mainstream

Name of Parent/Guardian _____

Address _____

Email Address _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Name(s) of Child(ren) With Surname if it differs	Date of Birth	Year to start school	To start in class (Junior, Senior, 1 st 2 nd etc)	Do you have a child already attending the school?

Please state any additional information that you think would assist you in helping us provide education for your child.

- I understand the ethos of an Educate Together School
- I understand that the allocation of places in the school will be strictly on application date order
- I understand that it is my responsibility to inform the school of change of address etc

- I understand that place offers are made in accordance with the school pre-enrolment and enrolment policy
- I understand that if I have not replied to a confirmed offer of a place for my child within 14 days of that offer, I will forfeit my child's place.

Date: _____ Signed by _____

Please return completed form to **GETNS, Griffith Avenue, Glasnevin, Dublin 11**

Please supply a stamped addressed envelope with your forms so that we can confirm your application.

Please be aware that you need a written receipt of reply from the school.

Please ensure you contact the school within 14 days if you do not hear from us.

E-mailed applications are **not** accepted.

FOR INTERNAL USE

Date Received _____ Form accepted by _____

Enrolment No _____ Child's Names _____

Enrolment No _____ Child's Names _____

Parents/Guardians are advised to read the Pre-enrolment & Enrolment Policy of GET National

Appendix 2

Glasnevin Educate Together National School



Pre-enrolment Form ASD

Name of Parent/Guardian _____

Address _____

Email Address _____

Home Phone _____

Work Phone _____

Mobile Phone _____

Name(s) of Child(ren) With Surname if it differs	Date of Birth	Year to start school	To start in class level(Junior , 1 st 2 nd etc)	Do you have a child already attending the school?

Do not include any reports at this stage. Please list any reports and information included that you think would assist in helping us provide education for your child.

	ASD diagnosis	Other diagnosis
Reports - include author and date		

Other documents/information included:

- I understand the ethos of an Educate Together School
- I understand that the allocation of places in the school will be strictly on application date order
- I understand that it is my responsibility to inform the school of change of address etc
- I understand that place offers are made in accordance with the school pre-enrolment and enrolment policy
- I understand that if I have not replied to a confirmed offer of a place for my child within 14 days of that offer, I will forfeit my child's place.

Date: _____ Signed by: _____

Please return completed form to **GETNS, Griffith Avenue, Glasnevin, Dublin 11**

Please supply a stamped addressed envelope with your forms so that we can confirm your application.

Please be aware that you need a written receipt of reply from the school.

Please ensure you contact the school within 14 days if you do not hear from us.

E-mailed applications are **not** accepted.

FOR INTERNAL USE

Date Received _____ Form accepted by _____

Enrolment No _____ Child's Names _____

Enrolment No _____ Child's Names _____

