



*Powerstown Educate Together National School*

# Enrolment Policy 4.0

*This policy has been formulated by Powerstown ETNS to assist parents in making an informed decision in relation to child enrolment and to comply with legislation and Department of Education and Skills circulars.*

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## 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 with respect for the diversity of values, beliefs, traditions, languages and ways of life in society; inclusiveness with reference to the enrolment of children with a disability or other special educational need,

Within:

- a) The rights of the Patron as set out in the Education Act (1998), the Equal Status Acts 2000-2011, the Education for Persons with Special Educational Needs Act 2004 and the Health and Safety at Work Act 2005.
- b) the context and parameters of Departmental regulations and programmes,
- c) the provisions of Section 14(b) (i) of The Equal Status Act 2000
- d) and the funding, teacher resources and accommodation available.
- e) The school admission policy will not discriminate against a pupil on the grounds of;
  - (i) gender ,
  - (ii) civil status,
  - (iii) family status,
  - (iv) sexual orientation,
  - (v) religion,
  - (vi) disability,
  - (vii) race,
  - (viii) being a member of the Traveller community
  - (ix) Special educational needs.

Powerstown Educate Together National School is under the patronage of Educate Together. Our ethos has been defined under the following terms;

**Equality-based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.

**Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities. Boys and girls learn and socialize together in the school environment. This approach delivers the best educational and social development for children.

**Child-centred** in their approach to education. Powerstown Educate Together National School is committed to active learning techniques that encourage children to interact with their peers and teachers while they learn. Powerstown Educate Together National School is focused on helping each individual child reach its full academic and social potential.

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

Powerstown ETNS is a national school and as such operates in accordance within the Rules for National Schools and is dependent on such grants and teachers' resources as are provided by the Department of Education and Skills. All school policies must have regard to the resources and funding provided.

### Eligibility Criteria:

Under the Education Act 1998, a child may not be allowed to attend or be enrolled in a primary school before the 4<sup>th</sup> anniversary of his/her birth, In Powerstown ETNS children must be 4 years of age on or before 30<sup>th</sup> September of the year of admission into Junior Infants.

In determining admissions the Chairperson shall take account of Department of Education and Skills Regulations in relation to staffing, class size and class average. The Chairperson 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:

#### Expression of Interest in Enrolment

- Parents can complete an expression of interest in enrolment in Powerstown ETNS.
- This form is available to complete online via, the school website, it is available in the office and can be emailed to parents.

- Once online form is completed, the school administrative software sends confirmation email to parents.
- The school secretary will confirm receipt of form via email to parents who return EOI forms via email / hard copy.
- All parents who complete an expression of interest in enrolment form will be contacted on the first week of November prior to the year in which enrolment is sought.

### Registration

- Applicants must be at least four years of age by September 30<sup>th</sup> in the year in which they start school.
- Parents who have completed the expression of interest form will be contacted via email to verify if they wish to proceed with their child's registration in PETNS during **week 1 of November**. Replies must be received within 10 working days.
- **Registration forms for Junior Infants will only be available in PETNS from week 3 of November of the year prior to the year of entry.**
- Parents/Guardians have two weeks (10 working days) to return completed registration forms and relevant documentation to register their child in order to be considered for the first round of offers.
- Any applications received after the first round of offers have been made, will be added to the PETNS waiting list. The dates of second and subsequent rounds of offers will be decided on by the BOM of PETNS.
- **Completion of this registration form does not guarantee or constitute an offer of a place in PETNS**

All applications **must** be accompanied by:

- an Original Birth Certificate,
- **TWO** Current Utility Bills – Electricity / Gas / TV Service Provider / Landline Telephone **only** (dated within two months of application)

### Offers of Places: General Statement:

PETNS shall provide for an offer of placement to all pupils seeking admission except where the number of pupils seeking admission is greater than the numbers of places being made available by the school,

The PETNS will offer places to children in accordance with the agreed criteria as set out below.

**The Board of Management of the school will offer places to all children on that list save;**

1. Where the parents of a pupil do not agree to confirm in writing that the school's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code
2. Where An Garda Siochana or the Child and Family agency has provided in writing to the school its opinion that the admission of the student could have a seriously detrimental effect on the safety of other students and or staff of the school.
3. Where the student has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the student with an appropriate education.

### Offers of Places: Junior Infants

- The Boards of Management of PETNS will determine the number of places that are available to offer through the system in any given year. This number becomes "the **'cohort'** for places to be offered in the upcoming school year.
- Children who have applied to the system will be selected for the cohort
  - ✓ according to their age (oldest first) until all places in the cohort are filled.
- Each child in the cohort will be offered a place
- If a Junior Infant place is sought after 30<sup>th</sup> September, the child must be transferring from another primary school or another appropriate educational setting

### Category 1: Siblings

Siblings will automatically be offered a place in the school **unless** parents specifically request not to be considered for sibling status.

### Offer of Places: Places "Tied"

If a situation arises whereby two or more children are "tied" for a place; after implementing criteria of:

- Oldest first
- Siblings

The place will be offered to the child who lives closest in proximity to the school (based on distance from home address to the school via Google Maps)

### *New Applications Senior Infants to Sixth class*

- Applications for these classes will be considered, subject to places being available in the relevant class(es) and having regard to existing waiting lists.
- Applications for these classes must be made available in writing – interest form and/or application form
- Child must be transferring from another primary school or another appropriate educational setting
- Parents must furnish PETNS with reports from previous school prior to enrolment.
- These applications will be considered on the basis of the sibling criteria.
- Please note that your child’s previous school will be contacted by Powerstown ETNS prior to enrolment / your child starting school.

### *Transfer from another school in Tyrrelstown: Rules and Regulations*

Application for transfer from another school will be considered, subject to criteria as above.

Whereby a child is transferring from Tyrrelstown ETNS, Gaelscoil an Chuilinn and/or St. Luke’s National school, pupils will be enrolled from the first day of the quarter following application.

Therefore the applicable enrolment dates each year for pupils who are transferring from another school in Tyrrelstown are:

- 1<sup>st</sup> October for applications made after 1<sup>st</sup> July
- 1<sup>st</sup> January for applications made after 1<sup>st</sup> October
- 1<sup>st</sup> April for applications made after 1<sup>st</sup> January.

### *Waiting List*

- All unsuccessful applications from the first round and any applications received after that date will be included on the PETNS waiting list for subsequent rounds.

- Children from the original application list remain on the waiting list for one full academic year (ie. until the June of the year in which a place was sought).
- All successful applicants will be assigned places, as they arise, as per the criteria set out in enrolment policy.
- If parents wish to extend period of time, child is on waiting list, they need to re-apply for a place in the school.

### Communication of Enrolment:

The Board of Management will communicate arrangements regarding enrolment through;

- Present parent bodies
- School web site
- School newsletter
- School social networking accounts
- Large public sign outside school.

### Class sizes

In 2018 the Department of Education reduced the pupil teacher ratio to 26:1.

Powerstown Educate Together National School endeavours to maintain small class sizes for the benefits of our pupils.

- Junior and Senior Infant class pupil teacher ratio is 24:1
- 1<sup>st</sup> to 6<sup>th</sup> class pupil teacher ratio is 28:1.
- Multi-grade class pupil teacher ratio is 26:1

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

Powerstown ETNS endeavours at all times to practice the school policy of inclusion and welcomes applications from children with special educational needs. The application process for children with special needs is the same as that for children without a disability. The BOM, however, may request a copy of a

medical and/or psycho-educational report that the child with special needs might have. The sole intent of this request is to assist the school in establishing the educational and training needs of the child relative to his/ her disability or special needs and to plan the support services required. The Board will determine how the school can meet the needs specified in the report and may request further support provision from the Department of Education and Skills prior to enrolment and in the best interest of the child. All confidential information you do not wish to put on the application form, can be shared during an appointment made with the principal.

The school requests that the parent/guardian of the child:

- Informs the school of any special needs, developmental delay and/or behavioural issues as early as possible in the enrolment process.
- Provide the school with copies of the child's medical and /or psychological report(s)
- Present all relevant documentation to the school **by 30<sup>th</sup> January**, prior to the year of enrolment
- 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 will assess how the school can meet the needs specified therein.

Without this vital information, the Board of Management cannot request the Department of Education and Skills through the National Council for Special Education, to provide the additional resources required to meet the needs of the child as outlined in the psychological and/or medical report, and it may put your child's enrolment at risk.

**Please see Exceptional Circumstances.**

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

*Special Educational Needs in Mainstream Classes*



Powerstown ETNS enrolment policy does not discriminate on the grounds of special educational needs and/or disability. However, Powerstown Educate Together National School is a mainstream school, that must deliver the primary school curriculum to all children in each classroom.

Therefore, the Board of Management of Powerstown Educate Together must consider the following guidelines from the National Education Welfare Board (Túsla).

- Will the student's behaviour has had a seriously detrimental effect on the education of other students (i.e. a cause of significant disruption to the learning of others or to the teaching process)
- Will the student's presence in the school at this time constitutes a threat to safety (him/herself or others)

The Board of Management of Powerstown ETNS will assess each individual application to ensure the school can adequately cater for pupils enrolled and to encourage a positive school placement for pupils and parents of children with special needs. The Board of Management will:

- Encourage the NCSE to provide adequate SNA access to pupils who require support.
- Ensure all pupils can be adequately supported through our Continuum of Support Model.
- Assist in minimising the risk of disruption to the learning of others through forward planning e.g. IEPs, behaviour plans etc.
- Assist in minimising the risk of disruption to the teaching process through forward planning e.g. IEPs, staff allocation etc

### Exceptional Circumstances:

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where;

1. The BOM deem that the child's enrolment would be a persistent cause of significant disruption to the learning of others or to the teaching process.
2. The pupil has special needs such that, even with additional resources made available by the Department of Education (where applicable), the school cannot meet the needs and/or provide the pupil with an appropriate education.

3. The pupil has special needs and a multi-disciplinary report or equivalent does not make a recommendation for a mainstream placement (i.e. recommends a unit / specialised class setting).
4. In the opinion of the Board of Management, the pupil poses an unacceptable risk to himself, to other pupils, to school staff or to school property.

### **Code of Behaviour:**

Children enrolled in Powerstown ETNS 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 Chairperson of the school. The letter of appeal must be addressed to the Chairperson stating the grounds of appeal and it should be lodged within 10 days of receiving the refusal.

Parents/Guardians who are unhappy with the outcome of the appeal may to the National Council for Special Education(NCSE) and/or Child and Family Agency.

### **Additional Information:**

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

### **General Guidelines**

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.
2. 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 interest in enrolment

form. Deferral does not guarantee a place the following year. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.

3. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.
4. Any misinformation provided to the school during pre-enrolment and/or enrolment deems the pre-enrolment and/or enrolment application invalid.

This Enrolment Policy was first developed in June 2011.

It was most recently updated in June 2018, to correlate with New Admissions Bill.