

ENROLMENT POLICY

LIMERICK EDUCATE TOGETHER

Enrolment Policy

This Policy on the Enrolment/ Admission of children has been drafted in accordance with the provisions of the Education Act 1998. The Board trusts that this Policy will assist parents/guardians in relation to enrolment matters. Jane Harris, Chairperson of the Board of Management and Michael Quealy, Principal Teacher will be happy to clarify any further matter arising from the Policy. In this policy the term parent includes guardians, adoptive and Foster Parents and any adult deemed to be in loco parentis.

Introduction/Rationale

LETS operates under the Rules for National Schools and complies with all relevant government legislation.

School Name: Limerick Educate Together National School

School Roll Number: 20175a

School Address: Mungret College, Mungret, Co. Limerick.

Telephone no: 061300889

School status: Multi- denominational

Patron: Educate Together

Total Number of teachers: 16

Classes: Junior Infants – sixth class

Gender: Mixed

The school operates within the regulations laid down by the Department of Education and Skills (DES) and depends on the grants and teacher resources provided by the DES. The school follows the curriculum as prescribed by the DES having regard to the resources and funding available.

LETS supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school opens at 8.30am and finishes at 1.10pm for junior classes and 2.10pm from classes First to Sixth.

At LETS we welcome the enrolment of potential pupils to our school without distinction of gender, creed, ethnic origin, social or economic background, disability or other special educational need. We consider all applicants in order of application on a first come basis.

Special allowance is made for siblings of existing pupils of the school, and for the children of staff in the school. Likewise the particular situations of adoption and fostering are given special consideration. We welcome children to the school in the years subsequent to Junior Infants, where the Board of Management deems this appropriate.

Specific Objectives:

Our ability to provide the resources necessary to cater for the best interests of each and every child at LETS underlies this policy. To this end:

- The Board reserves the right to intake in accordance with the stated policy of the school namely being equality based, co-educational, child-centered and democratically managed.
- The Board of Management shall be the sole body responsible for enrolment, save as hereafter provides. Their decisions in relation to enrolment are final, save as hereinafter provided.
- The enrolment policy shall be divided into two categories: A) criteria appropriate for children entering Junior Infants and B) criteria for those entering school subsequent to the commencement of the Junior Infant programme.
- No guarantee of places will be given or implied by pre-enrolment.
- It is the sole responsibility of parents or guardians to inform the school promptly of any change of address, telephone number or other relevant circumstances.

A) Junior Infants

Under the Education Act, a child may not be allowed to attend or be enrolled in a primary school before the fourth anniversary of his/her birth.

1. An Application Form should be completed by all parents or guardians who intend to apply for enrolment in the school. This should be completed at the earliest opportunity. The Application Form shall contain the following information:

- (i) The name and address of the child
- (ii) The date of birth and gender of the child

- (iii) The names, addresses and contact numbers of the parents/guardians
- (iv) The PPS number of the child
- (v) The names and addresses of siblings and details of their schooling
- (vi) An original copy of the state birth certificate of the child shall be appended to the application. This will be copied and the original returned.

Parents should supply details regarding any special requirements or other relevant factors that the board of management should be made aware of in the application form.

2. On receipt of completed applications the school will date them as per date on which form are received. The date inserted by the school shall be conclusive as of date and priority in the application list. On receipt of completed application form a pre-enrolment number will be assigned to each applicant. If more than one application form is received on a particular day, these numbers are awarded on the post date on the envelope. The child's name will be placed on the waiting list accordingly.
3. Each year the Board of Management will decide how many pupils to invite to enrol in junior infants. Letter of offer shall be sent to a designated number of children in accordance with our criteria for selection and thereafter on a first come-first served basis.
4. When a place is offered to a child, deferrals are considered in consultation with the Board or its delegated authority. Deferral may only be considered on the grounds of age or special needs. When a deferral is agreed, the child's name shall be placed chronologically on the list for the next school year that the original application form indicates.
5. It is the duty of parents/guardians to advise on any special needs, this is in the best interest of the child. In relation to applications for the enrolment of children with special needs it is open to the Board of Management, to request a copy of the child's medical and/or psychological report, or where such a report is not available to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the

child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report the Board should assess how the school could meet the Needs specified in the report. Where the Board deems further resources are required, it should, prior to the enrolment, apply to the National Council for Special Education for resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example access to or the provision of any or a combination of the following: Visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school management may, in some cases, seek a meeting with the parents or guardians of the child to discuss the child's needs and to discuss the schools' suitability or capability in meeting those needs. If necessary, a full case conference involving all parties should be held, which may include parents/guardians, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs or psychologist as appropriate.

It may be necessary for Boards of Management to decide to defer enrolment of a particular child, pending; the receipt of an assessment report; and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological or medical report.

6. The allocation of places is solely on approval and acceptance for enrolment by the Board of Management and/or its delegated authority.
7. Before registration will proceed parents are required to provide LETS with details required by Primary Online Database (POD). These include: Family details including mother's maiden name, PPSN, Child's Nationality, home language, year of arrival in Ireland (if applicable). Parents religion, Ethnic/Cultural background. Parental consent is required before Religion and Ethnic/Cultural background is shared with DES.

In the event that applications for enrolment exceeds/ is expected to exceed the number of places available, the following decision making process will apply. Places will be offered to the following categories of children.

- (a) Brothers and sisters and adopted siblings of children already enrolled in the school, provided that an application form has been completed in respect of the applicant child.
 - (b) Children of the staff of LETS: Children of permanent staff provided that an application form has been completed in respect of the applicant child
 - (c) Foster children shall have priority regarding the invitation to apply for enrolment. The Board of Management or its delegated authority shall, however, decide following consultation with the involved parties, whether the nature of the foster care is such that it meets with the spirit that such exception should be granted. In this regard, the decision of the Board of Management or its delegated authority shall be final.
3. Sibling right of entry: When that sibling is a past pupil of the school and the application form has been completed in respect of the applicant child by his/her third birthday.

B) Intake subsequent to the commencement of Junior Infants

1. It is preferable that there be no intake into classes during the school year.

However, the Board recognises that as well as children leaving the school for various reasons during the school year, it may be necessary for children to join the school community during the school year.

2. No child shall be taken into the school under this heading without the consent of the Board or its delegated authority. In the event of the child being accepted into the school, an Application Form shall be furnished to the school. The Application Form shall contain the following information:

- (i) The name and address of the child
- (ii) The date of birth and gender of the child
- (iii) The names, addresses and contact numbers of the parents/guardians
- (iv) The PPS number of the child
- (v) The names and addresses of siblings and details of their schooling
- (vi) The nationality of the parents and the child.
- (vii) An original copy of the state birth certificate of the child shall be appended to the application. This will be copied and the original returned.
- (viii) All school reports and relevant data including any information regarding special needs.

3. The Board or its delegated authority shall take into account the following in deciding the allocation of these places:

- (a) Class size, including those children whose parents have requested to be educated in the same class as the previous year.
- (b) The special needs of the child
- (c) Siblings and children of school staff
- (d) Date of application
- (e) The information on the Application Form
- (f) Any other facts that the Board or its delegated authority consider relevant and appropriate
- (g) Parents/Guardians must fill in the Application Form giving the reason for changing schools in writing. Attendance, behaviour and educational progress records as well as any record of special educational need will be sought from the

former school. (Section 20 Education Welfare Act). Only in exceptional circumstances will children be enrolled at a time other than September 1st. Places will be allocated in accordance with the criteria stated above.

C) Allocation of Places

1. The allocation of places to LETS, whether at the commencement of Junior Infants or otherwise, shall be by way of letter. Parents must confirm acceptance in writing either by letter or e-mail

(D) General Provisions

1. This policy shall be implemented and govern all allocations of places in LETS subsequent to the 1st September 2016.
2. In the event of a child not being in a position to take a place offered in the school and the Board of Management accept that the reason is such that special consideration should be given, then the child's parents or guardians shall be offered the opportunity of leaving the child on a list and priority in relation to future applications for placement shall be given to that child, providing the child makes an application and there is such an appropriate place available. This list shall be kept in the school and shall be known as a "priority list". Without prejudice to the generality of the foregoing, incapacity by way of illness shall be considered to be such an appropriate criterion.

Appeals against Enrolment decisions by the Board of Management.

Where a Board of Management refuses to enrol a student in a school, the parent of a student has a statutory entitlement under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. A committee is established to hear the appeal. In most cases appeals must be dealt with within 30 days.

Where appropriate, the Secretary General may give whatever directions to the Board of Management that are considered necessary to remedy the matter complained of.

Details on appealing decisions on enrolment under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007) are available at www.education.ie

Parents who are refused enrolment will be informed of this right to appeal by the Chairperson of the Board of Management in the letter refusing enrolment.

This Enrolment Policy should be read in conjunction with the school's Code of Behaviour.

This policy was ratified by the board of management at a meeting held on 15.09.16	
Chairperson	
Principal	

