Admissions Policy

This policy has been formulated by Kildare Town 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.

# School details:

# Name: Kildare Town Educate Together National School

# Address: Melitta Road, Kildare Town, Co. Kildare

# Telephone: 045 530 530

## The school day runs from 8:30am until 1.10pm for Infants, and from 8.30am until 2.10pm for all other classes.

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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 whatever their social, religious, cultural and racial background and whether or not they have a disability or special educational need, as long as their needs can be met in the mainstream context with the resources available.

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

Ultimately, the school will cater for children from Junior infants to Sixth class. The school opened with an initial intake of Junior and Senior infants only, with a phased intake in successive years, (subject to resources, accommodation, and other relevant management considerations).

It is a developing school and is co-educational and equality based. Kildare Town 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.

# 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. Therefore children must be four years of age when starting school.

All places in mainstream classes are allocated on a first-come, first-served basis.

In determining admissions the Principal shall take account of DES Regulations in relation to staffing, class size and class average. The Principal 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:

1. Parents/Guardians wishing to apply for a place for their child must complete and return a pre-enrolment form. This form can be obtained by contacting the school office or they can enrol online on the school website. This pre-enrolment form requires the parent to give the school certain information regarding their child.
2. On receipt of a completed pre-enrolment form the details will be entered onto our Aladdin database. If more than one application form is received on a particular day then they are entered onto the database in 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 alphabetical order of surnames. For online pre-enrolments, the time and date stamp will apply.
3. Each child will be placed on the list according to the time entered. If parents have twins, triplets, etc. then 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 listed in order of application time.
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 admissions list.
6. No guarantees of places will be given or implied by pre-enrolment.
7. 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.
8. Children will be offered places strictly by order of pre-enrolment application date on the admissions list. Siblings are not given priority.
9. Letters of offer will be sent out starting in January of the year for which the child is enrolled. Parents/Guardians must reply in writing to confirm an offered place within 14 days. Failure to respond within 14 days may result in the place being forfeited.
10. 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 she/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.
11. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.
12. 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.

# Enrolment of children with Special Needs into Mainstream Classes:

Kildare Town ETNS endeavours at all times to practice the school policy of inclusion and welcomes applications from children with special needs. Such applications are subject to the first come first served principle and applicants with special needs will not be advantaged or disadvantaged over other children in terms of the priority afforded their application. In order to assist the school in establishing the educational and physical needs of the child relevant to his/her disability or special needs, and to profile the support services required, the school requests that the parent/guardian 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 Kildare Town 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 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 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 SENO or DES 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.

# Applications for Special Needs Classes

In this regard the Board of Management will apply a policy of inclusiveness. Currently, we have two special class for children with ASD. Both classes can accommodate 6 children each.

The purpose of our ASD class is that children enrolled in it will move into full-time mainstream classes in as short a period of time as possible rather than it being a class that children would remain in for the duration of their time in primary school.

These places are offered on a year-by-year basis. Therefore, in late May/early June, places will be offered for children pre-enrolled for September. Even if a child has been pre-enrolled for a particular September, a place in the class cannot be offered if the class is still full.

Due to the needs of some children with special educational needs, if a child is enrolled mid-way through the year, this place may be deferred until the beginning of the following school year without risking their place in the class. Any children who are pre-enrolled when places have been offered will be placed on a waiting list in order of their application.

The Board will request a copy of a child’s medical, clinical and/or psychological reports. Where such reports are not available, the Board will require that a child be assessed prior to enrolment. The purpose of the psychological assessment, which should have been completed within the previous year, is

* To confirm the original diagnosis
* To ensure that it states among the recommendations, that the child would be best suited to a special class in a mainstream school.
* To establish the educational needs of the child
* To establish the resources required in order for the child to access the curriculum

The Board of Management, in considering enrolment of a pupil, will take into account the needs of all existing pupils before offering a place.

1. Places are offered subject to there being room in the class for each child and thereafter on a first come first served basis.
2. An application will be made to the D.E.S. for transport to be arranged if needed.
3. The board will have to be satisfied that the appropriate services will be in place before the child commences school.

# Code of Behaviour:

Children enrolled in Kildare Town 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 Board. The letter of appeal must be addressed to the Chairperson of the Board of Management 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 appeal to the DES on foot of Section 29 of the Education Act 1998 on the official form provided by the DES.

# Additional Information:

Kildare Town 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.

Ratified by School Management on

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| Date Created | May 2013 |
| Latest Date Ratified |  |
| Date for Next Review |  |