Admissions Policy 2018 - 2023

# General Information

**NB: We are currently enrolling classes from 2018/2019 and up to 2023.  
  
You can pre-enrol your child for Kildare Town Educate Together N.S. up to September 2023 using the online link on our website. Once your child has been pre-enrolled, we will request further information.**

**Due to the planned commencement of the Education (Admission to Schools) Act, 2018, Kildare Town Educate Together National School will not accept pre-enrolment application forms for September 2024.  A new Admission Policy will be approved with an annual admissions process from September 2024. This policy only covers up to June 2023.**

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:**

1. 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.
2. The context and parameters of Departmental regulations and programmes
3. The provisions of Section 14(b)(i) of the Equal Status Act 2000
4. And the funding, teacher resources and accommodation available.
5. The school admission policy will not discriminate against a pupil on the grounds of:
6. The student having a disability or other special educational needs
7. The student’s sexual orientation
8. The student’s family status
9. The student being a member of the Traveller community
10. The student’s race
11. The student’s gender
12. The student’s faith or religious tradition
13. The student having no faith
14. The student’s civil status.

Kildare Town 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 socialise together in the school environment. This approach delivers the best educational and social development for children.

**Child-centred** in their approach to education. Kildare Town Educate Together National School is committed to active learning techniques that encourage children to interact with their peers and teachers while they learn. Kildare Town 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/Guardians in the daily life of the school, whilst positively affirming the professional role of the teachers.

Kildare Town Educate Together National School (KTETNS) is a national school and as such operates in accordance with in the Rules for National Schools and is dependent on such grants and teacher’s 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 4th anniversary of his/her birth; in Kildare Town Educate Together National School children must be 4 years of age by 1st of June in the year of enrolment.

Siblings of children currently enrolled in the school are given priority over those on the pre-enrolment list once they are pre-enrolled by the 1st of January on the year of registration. All remaining places are offered on a first come first served basis.

In determining admissions, the Principal, in conjunction with the Chairperson shall take account of the Department of Education and Skills regulations in relation to staffing, class size and class average. They 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 Procedure**

**Pre-enrolment Applications**

* Parents/Guardians can complete an application to pre-enrol their child in Kildare Town Educate Together National School.
* This form is available on the school website.
* The school secretary will confirm receipt of form via email to Parents/Guardians.
* All parents who complete a pre-enrolment form will be contacted in January of the year in which enrolment is sought.

**Registration**

* Applicants must be at least four years of age before the 1st of June on year of entry to school.
* Parents/Guardians who have completed the pre-enrolment form will be contacted via email (and post if no response) to verify if they wish to proceed with their child’s registration. This will happen in the first school week of January. Replies must be received within ten working days.
* We ask for a deposit of €50 to be deducted from the booklist when accepting a place for the child.
* Parents and Guardians will be asked to attend an information evening where they will fill out the information form for their children. They will be asked to bring in an original birth certificate to be copied that evening.
* Parents must sign that they have read and agree with the code of behaviour and acceptable use policy on the night. This is emailed prior to the meeting and they are given a hard copy on the night.
* Parents/Guardians who are unable to attend the information evening must come in to the school, fill in the forms and produce their child’s birth certificate within ten days of the information evening or they will be at risk of losing their place.
* Completion of this information form and deposit guarantees the offer of a place in KTETNS.

**All applications must be accompanied by:**

* An original birth certificate which will be copied and returned at the information evening.

**Offers Of Places – General Statement**

KTETNS shall provide 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. KTETNS will offer places to children in accordance with the agreed criteria as set out below:

**The Board of Management (BOM) of the school will offer places to all children on that list, save for:**

1. Where the Parents/Guardians 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 & 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.

**Offers of Places – Junior Infants**

* The Board of Management of KTETNS 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:
  + Siblings first if pre-enrolled before the 1st of January in the year of enrolment.
  + According to first come first served on the pre-enrolment list.
* Each child in the cohort will be offered a place.
* If a Junior Infant place is sought after 30th September, the child must be transferring from another primary school or another appropriate educational setting.

### Twins / Siblings with same year entry

Twins or siblings will always be placed in separate classes where possible. It is the belief of the school that children grow more independent faster when not in the same room as their sibling. This will enable the children to have different experiences to share at home while still have the comfort of knowing that their sibling is in the opposite class.

**Category 1 – Siblings**

Siblings will automatically be offered a place in the school, once they have completed their pre-enrolment form before the 1st of January in the year of enrolment. *unless* Parents/Guardians specifically request not to be considered for sibling status.

**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 – pre-enrolment form online for all classes.
* Child must be transferring from another primary school or another appropriate educational setting.
* Parents/guardians must furnish KTETNS with school/assessment 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 KTETNS **prior** to enrolment.

**Waiting List**

* All unsuccessful applications from the first round and any applications received after that date will be included on the KTETNS waiting list for subsequent rounds.
* Children from the original application list remain on the waiting list for one full academic year (i.e. 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 the enrolment policy.
* If Parents/Guardians wish to extend the period of time their child is on the 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/Guardian bodies
* School Website
* School Newsletter
* School social networking accounts
* Large public sign outside school.

# Applications for Special Needs Classes

In this regard the Board of Management will apply a policy of inclusiveness. Currently, we have two special classes 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, first come first served, 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 (dated within the past two years). 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.

**Enrolment of Children with Special Educational Needs into Mainstream Classes**

KTETNS 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, will request a copy of a medical and/or psycho-education 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 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 28th February 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 BOM 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.

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.

**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 and Skills (where applicable), the school cannot meet the needs and/or provide the pupil with an appropriate education
3. In the opinion of the BOM, the pupil poses an unacceptable risk to himself, to other pupils, to school staff, or to school property.

**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 ten days of receiving the refusal.

If Parents/Guardians are unhappy with the outcome of the appeal, they may then appeal to the Department of Education and Skills on foot of Section 29 of the Education Act 1998 on the official form provided by the DES.

# Code of Behaviour

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

Parents of children who have been offered a place will be supplied with a copy of the school’s code of behaviour. Admission of a child to the school is conditional upon the child’s parent(s) confirming in writing that the code of behaviour so provided is acceptable to them, and that they shall make all reasonable efforts to ensure compliance with this code by the child.

# Failure to Secure a Place

Parents may appeal a refusal of admission to the school to the Secretary General of the Department of Education and Skills. For further information, contact:

Section 29 Appeals Unit

Department of Education and Skills

Friars Mill Road

Mullingar

Co. Westmeath

T | (044) 9337008

E | [www.education.ie](http://www.education.ie)

Parents who are experiencing difficulty in securing a place for their child should contact the National Educational Welfare Board to seek the assistance of their local Educational Welfare Officer: www.newb.ie | info@newb.ie | 01 873 8700

**Additional Information**

KTETNS 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, domestic circumstance, bereavement 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 the pre-enrolment application. 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/Guardian 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.

# 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 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.

This enrolment policy will come into effect from the 1st of September 2017

If you require this document in another language, please contact [office@kildaretownet.ie](mailto:office@kildaretownet.ie)

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| **Date Created** | May 2017 |
| **Date Ratified** | June 2017 |
| **Date for Next Review** | June 2019 |