



Greystones Educate Together National School

Admissions Policy

This policy has been formulated by Greystones Educate Together National School (GET NS) to assist parents/guardians 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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School Details:

Name: Greystones Educate Together National School (GET NS)
School Address: Blacklion
Greystones
Co. Wicklow

Telephone: *(insert mobile number)* / (01) 2871817
Email: admissions@greystoneset.ie
Roll Number: 20300A
Principal: Catherine Sadlier

The school day runs from 9.10am until 1.50pm for Junior and Senior Infants, and from 9.10am until 2.50pm for all other classes.

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 needs.

GET NS is under the patronage of Educate Together, and as such is committed to operating according to the four key principles below.

- Multi-denominational: All children have equal access to the school. Children of all social and cultural groups, and of all religious and non-religious backgrounds, are equally respected.
- Co-educational: All children in the school are encouraged to fulfill their potential and explore their full range of abilities and opportunities, irrespective of gender.
- Child-centered: The school promotes a child-centred approach to the curriculum in which the teacher guides and facilitates the child's learning through both formal and informal methods, while encouraging the child to be an active participant. Each child's individual needs are considered and the child is encouraged to learn at an appropriate pace.
- Democratically run: The school embraces active participation by parents/guardians in the daily life of the school, whilst positively affirming the professional role of the teachers. Input from parents, teachers, children and supporters is sought in order to enable the highest level of partnership.

GET NS also supports the principles of inclusiveness, diversity, equality and respect throughout the school community.

The school delivers the curricular programmes prescribed by the Department of Education and Skills (DES), and the *Learn Together* ethical programme designed by Educate Together.

Parents/guardians are advised to familiarise themselves with the Educate Together ethos prior to enrolling their child in the school.

GET NS is a national school operating in accordance within the Rules for National Schools and 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.

Legislation:

The school operates in full compliance with the Education Act (1998); the Education Welfare Act (2000); the Educations for Persons with Special Educational Needs Act (2004); and all relevant equality legislation, Departmental circulars and Educate Together primary school principles and policies.

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 GET NS children must be 4 years old on or before May 31st of the year of admission into Junior Infant classes.

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

In determining admissions the Board of Management shall take account of DES Regulations in relation to staffing, class size and class average. The Board of Management 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 by post or email. This form can be obtained by contacting the school office, or may be downloaded from the school website. This form requires the parent/guardian to give the school certain information regarding their child.
2. On receipt of a completed application form, a pre-enrolment number will be allocated to each applicant. If more than one application form is received on a particular day, these numbers will be awarded in the order of recorded time of receipt. If the recorded time of receipt is the same, pre-enrolment numbers will be awarded one after the other in alphabetical order of surnames.

3. No guarantees of places will be given or implied by pre-enrolment.
4. Each child will be placed on the admissions list according to the pre-enrolment number. If parents/guardians 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.
5. 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 pre-enrolment number.
6. Pre-enrolment lists will be stored on computer and in hard copy form. Any personal data relating to children and/or their parents/guardians will be gathered, used, stored and destroyed in accordance with current data protection legislation.
7. Pre-enrolment applications will be acknowledged by post or email. This acknowledgement is not an offer of a place in the school.
8. 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.
9. Children will be offered places strictly by order of pre- enrolment number on the admissions list. Siblings are not given priority.
10. Letters of offer will be sent out by post to the current address on file, starting in October/November of the year prior to that for which the child is being offered a place. Parents/guardians must reply by post or email to confirm an offered place within 14 days. Failure to respond within 14 days will result in the place being forfeited.
11. If a child is not offered a place and parents/guardians 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 in writing by the 30th September of the year for which the original place was sought. Children will be put on the waiting list in order of their existing pre-enrolment number. It is the responsibility of the parent/guardian to make such a request in writing by the above deadline, otherwise the application will be removed from the school's admissions list.
12. Applications will be accepted for children to join a junior infant class during the school year, provided they are transferring from another school and all other admission criteria are met.
13. Pupils may transfer into the school at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000), and in some cases the approval of the DES.

14. Parents/guardians who are offered a place for their child in 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 their existing 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, but may submit a new application.
15. If parents/guardians need to defer a child's place due to medical or other unavoidable exceptional reasons, this must be communicated in writing (detailing the particular circumstances) to the Chair of the Board of Management at the time of deferral. The Board of Management reserves the right to subsequently offer the child a place irrespective of pre-enrolment number. Additional information or documentation may be sought by the Board of Management from parents/guardians as part of this process. Under these circumstances, the decision to offer a place must be made unanimously by the Board of Management.
16. On acceptance of a place, parents/guardians must provide the child's birth certificate to the school. A copy will be made, and the original returned. The child's PPSN number should also be provided.
17. Parents/guardians who accept a place for their child, but subsequently decide not to take up this place, are requested to inform the school in writing at the earliest possible opportunity. This will allow another child to be offered a place in the school. Any monies (e.g. book fees) paid to the school prior to this time will be non-refundable.

Enrolment of Children with Special Educational Needs into Mainstream Classes:

GET NS endeavours at all times to practice the school policy of inclusion and welcomes applications from children with special educational needs. Such applications are subject to the first come, first served principle and applicants with special educational 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 ability 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 GET NS as soon as they are available. This information will be treated as confidential.

Where such a report is not available, the school will request that the parent/guardian has the child assessed immediately. Following receipt of the(se) report(s) 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 SENO 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, 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.

Code of Behaviour:

Children enrolled in GET NS 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 school Board of Management. The letter of appeal must be addressed to 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:

GET NS 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 information regarding health, bereavement, domestic circumstances etc. Any such information should be provided to the school Principal and shall be treated in strictest confidence.

Signed:

Michelle Thunder, Chair, Board of Management, 24th January 2012