

# Ennis Educate Together

## Enrolment Policy

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### Introduction

The enrolment policy of Ennis Educate Together Educate Together National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Admission to Schools) Act 2018, the Education (Welfare) Act 2000, Equal Status legislation, directives of the school's Patron.

The core value that determines enrolment of pupils in Ennis Educate Together in accordance with this enrolment policy, is equality of access and participation in the school for all children in our society whatever their sexual orientation, family status, membership of the traveller community, race, civil status, gender or religion and/or whether or not they have a disability or special educational needs.

In this policy, reference to parents is to be taken as including reference to legal guardians, reference to child is to be taken to include a child who has been legally adopted or fostered and reference to siblings is to be taken as including reference to legal step siblings and foster siblings of current pupils.

### School Details

Ennis Educate Together operates under the patronage of Educate Together. Parents are advised to familiarise themselves with the Educate Together ethos prior to applying to enrol their child in the school.

Ennis Educate Together is a co-educational National School and is equality based. It operates in accordance with relevant legislation, the Rules for National Schools and statutory regulations/directions/circulars issued from time to time by the Department of Education & Skills ("DES") and its Patron. It is dependent on grants, teaching and other resources provided by the DES, the National Council for Special Education ("NCSE") and the Health Service Executive ("HSE").

Ennis Educate Together caters for children from junior infants to sixth class, and a Assisted Learning Class for children with Autism (A Special Class as per the NCSE guidelines). See Appendix A for enrolment requirements specific to our Assisted Learning Class for Children with Autism.

Ennis Educate Together follows the Curriculum prescribed by the DES and the Patron in accordance with the Act.

### General Information

The school day starts at 9:10 for all classes and finishes at 1:50 for junior & senior infants and at 2:50 for all other classes.

In determining the level of admissions, the Board of Management ("BoM") shall take account of DES regulations/circulars in relation to staffing, class size and pupil teacher ratios. The BoM 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.

## Eligibility Criteria

Under the Rules for National Schools, a child may not be allowed to attend or be enrolled in a national school before the fourth anniversary of his/her birth.

## Enrolment Application Procedure

It should be noted that the submission of an application form(s) does not confer a right to enrolment.

The official application form must be used. This is available for completion from the school office.

A separate form must be used in respect of each child's application for enrolment.

Incomplete applications **will not be considered**. An application will be deemed incomplete unless:

1. The official enrolment application form is fully completed.
2. A copy of a school report is submitted in the case of a school transfer.
3. A copy of the applicant's birth certificate is submitted when requested following offer of a place.
4. In the case of application for enrolment in our Assisted Learning Class for children with Autism: A Diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school.

Things to note:

- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list and the offer of a place will not be made even where a place for that number on the waiting list becomes available.
- The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.
- It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.
- Written notification of the decision regarding the application will be issued to parents within 21 days working days of the Closing Date and/or receipt of the completed application whichever is applicable.
- Parents of applicants who have been offered a place must inform the school in writing, by completing and returning to the school an enrolment acceptance form within 14 working days. Failure to do so will result in the place being forfeited and reallocated.
- Offers of places may not be deferred.

- Pupils will, as a rule, only be admitted into junior infants during the month of September. Pupils may be admitted to Junior Infants during the school year provided they are transferring from another school and were enrolled in that other school during the month of September.
- If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.
- Applicants in respect of whom a fully completed application form has been submitted who are not successful in securing a place, will be placed on a waiting list in the order of priority of the categories listed below.
- The waiting list will expire on 30 September each year.
- Enrolment for the school year will close on the 30th September of that year. No new applications will be accepted after 30th September, unless the child has moved to the area for the first time and has no school place. Appeals to this, in exceptional circumstances, must be submitted in writing to the Board of Management.

## **Categories used to prioritise applications for enrolment**

The categories below, which are listed in order of priority, are used to determine the priority order given to applications when the number of applications received outnumbers the number of places available.

In the event of the number of applicants in Priority Categories 1 & 2 outnumbering the remaining available places, places will be offered by random selection in each Priority Category for completed applications. In the event of the number of applicants in Priority Category 3 outnumbering the remaining available places, places will be offered in the chronological order of the date of receipt of complete applications.

If an applicant falls into a number of priority categories listed here under, s/he will be included in the priority category which affords her/him the highest priority.

Add the pre-31 December in each category for first offer in priority category 1-3, then 1 April in priority 1-3 as applicants must be 4 by 1 April.

### **Priority Category 1:**

Applicants for whom a complete application is submitted and where siblings are currently enrolled in the school.

### **Priority Category 2:**

Applicants for whom a complete application is submitted before the closing date of the first round of offers.

### **Priority Category 3:**

Applicants for whom a complete application is submitted in chronological order of date received after the closing date of the first round of offers.

## **Admissions Procedures**

- Enrolment application forms will be made available from 1st December and will close for first round of offers on 1st March.
- Enrolment application forms will only be accepted in respect of Junior infants for the following September.
- Enrolment application forms for children in all other classes will only be accepted for classes the following September.
- Offers of places will begin on 30th March.
- Where the number of children who apply is greater than the number of places available parents can request that their child be added to our waiting list if they meet our enrolment criteria.
- It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.

## **Pupils with Special Educational Needs**

Ennis Educate Together welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this enrolment policy.

In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required, the school requests that parents:

- Informs the school of any special needs as early as possible .
- Ensures that copies of the child's medical and /or psychological report(s) are provided. Where such a report is not available, and in the event that an applicant is accepted for enrolment, a request will be made that the Applicant be assessed immediately. Following receipt of the report, the BoM will assess how the school can meet the needs specified therein. Where the BoM deems that further resources are required, it will, request the DES and/or the NCSE 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 Special Educational Needs Organiser (SENO) or DES inspector, ask to meet with the parents/guardians of the child to discuss the child's needs. The student may start school as soon as the resources are in place for them to do so safely.

## **Code of Behaviour**

Pupils enrolled in Ennis Educate Together must co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents are responsible for ensuring that their children co-operate with these policies. Parents must sign the Code of Behaviour upon enrolment.

## **Acceptance Procedure**

Letters of offer for places/place on waiting list in the will be sent within 4 calendar weeks of the final closing date for applications.

The letters of offer of places including Acceptance Forms which must be returned within two weeks of the letter of offer being issued by the school. All acceptance forms must be accompanied by a

signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not receive the acceptance form within the two-week period, the place will be offered to the next child on the waiting list for that school year.

The letters of “option of a place on the waiting list” must be returned within two weeks of the letter being issued. If the school does not receive the acceptance of waiting list place within the two-week period, your child will be removed from the waiting list and the place will be offered to the next child on the waiting list for that school year.

## **Refusal to Enrol**

The school reserves the right to refuse enrolment to any applicant where:-

- The terms of this enrolment policy are not complied with.
- The BoM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.

Parents of applicants so refused will be advised of their right to appeal the BoM’s decision as outlined below.

## **Appeal Procedure**

Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be located on [www.education.ie](http://www.education.ie). This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

## **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.

## **Ratification and Review**

This policy was ratified by the BoM on 14th October 2018. It is scheduled for review on 30 June 2020. Educate Together, as patron, approved the manner of this policy’s publication on the 14th October 2018.

## **Contacts**

Please refer all admission-related queries to the school office at [info@eetns.ie](mailto:info@eetns.ie) or 065 6820070.

**Date of next policy review:** June 2021

## **Signed on Behalf of the Board of Management**

Chairperson: Ann Norton

Date: 14th October 2019

# **Appendix A**

## **Enrolment in our Assisted Learning Class for Children with Autism**

### **Context of Ennis Educate Together and our Assisted Learning Class for Children with Autism (ALC: Autism)**

The decision to provide a special class for children with a definite diagnosis of Autistic Spectrum Disorder in Ennis Educate Together National School was taken by the Board of Management of the school in conjunction with the Principal and Staff in January 2019.

The decision was taken with a view to provide an education in a multi-denominational setting for children who have an Autistic Spectrum Disorder, who fulfil the enrolment criteria and for whom a place may be made available. Students in the ALC: Autism will be integrated with mainstream school activities in our school where appropriate, as decided by the Class Teacher in conjunction with the SEN Coordinator.

### **Our Mission**

We aim to offer a positive meaningful educational experience, which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm. After a period of time observing, assessing and interacting with the child, a Student Support File will be developed by the class teacher, in consultation with parents and relevant professionals. This will be reviewed on an ongoing basis and will highlight priority-learning needs. These needs will be targeted through the provision of a broad and balanced curriculum.

Our ALC: Autism aims to offer an autism specific learning environment within a mainstream coeducational national school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

### **Dates for Application**

First Round Applications for a place in our ALC: Autism and/or on our waiting list open on 1st December each year, and close on March 1st. First Round offers will be made by March 30th, and must be accepted in writing within 14 days.

Applications received after March 1st will be added to the waiting list.

### **Eligibility Criteria for ALC: Autism**

Subject to sufficient places being made available in the ALC: Autism, the criteria for enrolment to the ALC: Autism, incorporating the Dept. of Education and H.S.E. policies are as follows:

- An Enrolment Application Form provided by the school should be fully completed by the parents/guardians on behalf of the child and submitted to the school.
- This Enrolment Application Form should be accompanied by an original birth certificate and all other Supporting Documentation as referred to in the section “Procedure for Enrolment”;
- A recent psychological assessment or a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. (“Multi-Disciplinary Team”). Please note all reports in operation on a child must be provided to the school. The withholding of reports from the school may invalidate an Enrolment Application at any time.
- The child must have a primary diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-V or ICD 10 by the psychologist or a member of the Multi-Disciplinary Team.
- There must be a recommendation by a member of the Multi-Disciplinary Team in the report that a special class placement in a mainstream school is both necessary and suitable for the child;
- The parents of the child must accept and agree to the school’s Code of Behaviour and the terms of this policy;
- An Acceptance Form as issued by the school must be returned to the school within the required time period;
- Under the Rules for National Schools, a child may not be allowed to attend or be enrolled in a national school before the fourth anniversary of his/her birth.

**Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.**

## **Support by Outside Agencies**

Parents please note that a guarantee of support by outside agencies such as the H.S.E. cannot be provided. Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on the local H.S.E. services or Mater Child Guidance Clinic. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are being availed of.

## **Admissions Team**

Each application received from 1st December to 1st March will be considered by the Admissions Team. The Admissions Team meet once per year, in March. The team will include the School Principal, the Senior Management Team and/or the Special Class Teacher. The Admissions Team will be advised by the NEPS psychologist. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

## **Deciding Enrolment**

In the first instance, the Board of Management prioritises children for enrolment purposes if the child has siblings currently enrolled in the school.

## **Current Capacity**

Our ALC: Autism in September 2019 will have a maximum capacity of 6 students, with one Teacher and a minimum of 2 Special Needs Assistants.