



## **Admission Policy**

September 2017

This policy has been formulated by Dún Laoghaire 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.

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## **School Details:**

**Name:** Dún Laoghaire Educate Together National School

**Address:** C/O The Red Door School, Monkstown Grove, Monkstown Avenue, Monkstown, Co. Dublin.

**School Mobile:** 086 466 7017

**Email:** [principal.dunlaoghairesetns@gmail.com](mailto:principal.dunlaoghairesetns@gmail.com)

**Roll Number:** 205030

**Principal:** Anne Marie Lillis

**School Manager:** Niall Wall, Educate Together Regional Development Officer.

The school day starts at 8.30am for all classes and finishes at 1.10pm for Junior and Senior Infants, and at 2.10pm for all other classes.

## **General Information:**

Dún Laoghaire ETNS 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. [www.educatetogether.ie](http://www.educatetogether.ie)

Dún Laoghaire ETNS 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”).

Dún Laoghaire ETNS is a developing school and currently enrolls pupils into Junior and Senior Infants and for September 2018. The school will ultimately cater for pupils from Junior Infants to Sixth Class.

Dún Laoghaire ETNS follows the Curriculum prescribed by the DES and the Patron in accordance with the Education Act 1998.

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

## **Eligibility Criteria**

Under the Education Act 1998, a child may not be allowed to attend or be enrolled in a primary school before the 4<sup>th</sup> anniversary of his/her birth. In Dún Laoghaire ETNS children must be 4 years old on or before June 30<sup>th</sup> of the year of admission to Junior Infant classes.

**Places will be offered in the first instance to siblings of children attending the school, then to children living in the area set out in the catchment area (see appendix two, below). All further places will be allocated on a first come, first served basis.**

In determining admissions, the Board of Management/Manager shall take account of Department of Education and Skills regulations in relation to staffing, class size and class average. The Board of Management/Manager 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.

## **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 & 3 outnumbering the remaining available places, places will be offered to complete applications in the chronological order of the date of receipt of complete applications. In the event of the number of applicants in Priority Category 4 outnumbering the remaining available places, places will be offered in the chronological order of the date and time of receipt of complete applications.

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

### **Priority Category 1:**

Applicants who are siblings of pupils currently enrolled in the school, for whom a complete application is submitted on or before the closing date.

### **Priority Category 2:**

Applicants living in the area defined in the catchment area, for whom a complete application is submitted on or before the closing date.

### **Priority Category 3:**

Applicants living outside the area defined in Appendix 3/defined catchment area, for whom a complete application is submitted on or before the closing date.

#### **Priority Category 4:**

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

#### **Admissions Procedures**

**It should be noted that the submission of an online application does not confer a right to enrolment.**

1. Parents/Guardians wishing to apply for a place for their child must complete the online application form. This is available for completion at <https://www.educatetogether.ie/dun-laoghaire>. This form requires the parent to give the school certain information regarding their child. A separate form must be used in respect of each child's application for enrolment.
2. Incomplete applications **will not be considered**. An application will be deemed incomplete unless:
  - The official enrolment application form is fully completed.
  - A copy of the applicant's birth certificate is submitted when requested following offer of a place.
  - Where relevant, proof of address is supplied in the form of a utility bill in the name of one of the parents, which must be dated no later than three months prior to the date of application.
3. Failure to submit the birth certificate will mean that the application is considered incomplete and will not be considered. 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. In such circumstances the offer of a place will not be made even where a place for that number on the waiting list becomes available.
4. Written notification of the decision regarding the application will be issued to parents in January 2018.
5. 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 do so will result in the place being forfeited and reallocated.
6. Valid applications received before the closing date will be dealt with on a first come, first served basis, allowing for the fact that places will be offered in the first instance to siblings of pupils currently enrolled in the school and then to children living in the area set out in the catchment area. If more than one application form is received on a particular day then these will be dealt with in the order of the time at which they were received.

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. Places will be offered in the first instance to children living in the area set out in the map in Appendix 2 /attached catchment area on a first come first served basis. All further places will be allocated on a first come first served basis.
8. 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. Offers of places may not be deferred. 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. The waiting list will expire on 30 September of the year for which the application was made.
9. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.

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

Where it is apparent that a child has a disability or other special educational needs, the school may require that these needs be assessed prior to admission in order to enable the school to make suitable advance preparations for the admission of the student and, if necessary, to seek additional resources.

The school will use the funding provided to it by the Department of Education and Skills to make reasonable provision and accommodation for students with a disability or other special educational needs, including, where necessary, alteration of buildings and provision of appropriate equipment.

Dún Laoghaire ETNS 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 enrolment principles outlined above. 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 enrolment process.
- Ensures that copies of the child's medical and /or psychological report(s) are provided to Dún Laoghaire 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 of Management/ Manager will assess how the school can meet the needs specified therein. Where the Board/ Manager deems that further resources are required, it will, prior to enrolment, request the DES and/or the HSE 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, 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.

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

1. In exceptional circumstances, the BoM may refuse to enrol an applicant because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
2. 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.
3. The terms of this enrolment policy are not complied with

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

### **Code of Behaviour:**

Children enrolled in Dún Laoghaire 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.

### **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](http://www.newb.ie) | [info@newb.ie](mailto:info@newb.ie) | 01 873 8700

### **Additional Information:**

Dún Laoghaire 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.

## **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 applicant children 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. All data submitted as part of the admissions process will be destroyed within twelve months of the deadline for receipt of application forms (as opposed to registration) forms. 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 board of management.

## **Ratification and Review**

The board of management/school manager reserves the right to alter this policy, subject to its statutory obligations, including its obligations to Educate Together as patron. Should the policy be altered, applicant parents who are affected by the alteration will be advised in writing, and will be supplied with an amended policy. All alterations will come into effect 30 days after the date of notification.

## **Contacts**

Please refer all admission-related queries to the school principal - Anne Marie Lillis  
Email: [principal.dunlaoghaireetns@gmail.com](mailto:principal.dunlaoghaireetns@gmail.com)

## **Ratification and Review**

This policy will be made available to all parents on the school website (launching October 2017) and on the Educate Together website. A copy of this policy will be made available to the Department and the Patron if requested.

This policy will be reviewed by the Board of Management as required.

This policy was adopted by the School Manager on 20<sup>th</sup> October 2017.  
Date of next review: May 2018.

Niall Wall, School Manager DLETNS

Date: 20<sup>th</sup> October 2017.

Anne Marie Lillis, Principal DLETNS

Date: 20<sup>th</sup> October 2017.

## **Appendix One:**

### **Admission procedures for 2018**

1. Enrolment application forms will be made available from 9:00am Monday 6<sup>th</sup> November 2017. Applications made before this time and date will not be considered.
2. Enrolment application forms will only be accepted in respect of junior infants and senior infants for September 2018.
3. The enrolment form should be completed online at <https://www.educatetogether.ie/dun-laoghaire>
4. The closing date for receipt of applications is 5:00pm Friday 15<sup>th</sup> December 2017.
5. Offers of places will begin on Wednesday 17<sup>th</sup> January 2018.

It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.



## Appendix Two

**Catchment area** (marked by blue line and set by Department of Education)

