



**Dublin South City**

**Educate Together National School**

**Roll Number 20501K**

C/O Griffith Barracks MDS  
South Circular Road  
Dublin 8  
D08 KVV4

**Admission Policy**

September 2018

This policy has been formulated by Dublin South City 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.

## Introduction

- 1.1 The enrolment policy of **Dublin South City Educate Together National School (The School)** has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation and directives of the school's Patron.
- 1.2 The core value that determines enrolment of pupils in **DSCETNS** in accordance with this enrolment policy, is equality of access and participation in the school for all children in our society whatever their social, religious, cultural or racial background and/or whether or not they have a disability or special educational needs.
- 1.3 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.

## School Details

- 2.1 **Dublin South City ETNS** operates with 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. The Educate Together Charter is attached in Appendix 4.
- 2.2 **Dublin South City 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**).
- 2.3 **Dublin South City ETNS is a developing school** which opened in 2018 with one class of Junior Infants. We are expanding on a yearly basis and will be a full three stream school from Junior Infants to 6<sup>th</sup> Class when we reach capacity. For the 2019/20 academic year we will be accepting applications for entry into Junior and Senior Infants.
- 2.4 **Dublin South City ETNS** follows the Curriculum prescribed by the DES and the Patron in accordance with the Education Act.

## General Information

**3.1** The school day starts at **9.00am** for all classes and finishes at **13:40** for junior & senior infants and at **14:40** for all other classes. **Please note these times may change in the school year 2019/2020.**

**3.2** 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

**4.1** 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.

**4.2** In **Dublin South City ETNS**, in order to be enrolled, an applicant must be four years of age on or before **30th of June** preceding the September in respect of which the application for enrolment into junior infants relates.

## Enrolment Application Procedure (See also Appendix 1)

**5.1** It should be noted that the submission of a pre-enrolment form(s) does not confer a right to enrolment.

**5.2** The official pre-enrolment form should be used. A link to this form can be found below.  
<https://www.aladdin.ie/i/5366562804465664>

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

**5.4** Following closure of initial pre-enrolment period, the first round of application forms will be issued to successful applicants, in line with criteria outlined in this policy (see section 6.1).

**5.4** Incomplete applications **will not be considered**. An application will be deemed complete when:

(i) The official enrolment application form is fully completed.

(ii) A copy of the applicant's birth certificate is submitted, when requested.

(iii) Proof of address is provided in the form of a utility bill/bank statement in the name of one of the parents/guardians, which must be dated no later than three months prior to the date of application, when requested.

**5.5** Failure to submit the birth certificate and/or proof of address, when requested, will mean that the application is considered incomplete. Incomplete applications will not be considered.

**5.6** Submitting inaccurate information on an application form, in accompanying documentation or failure to submit relevant reports, 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.

**5.7** Written notification of the decision regarding the application will be issued to parents/guardians within 21 days of the Closing Date and/or receipt of the completed application whichever is applicable.

**5.8** 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 of the date of letter of offer. Failure to do so will result in the place being forfeited and reallocated.

**5.9** Offers of places may not be deferred. It should be noted that the acceptance of an offer of a place in the school is subject to the right of the school to refuse to enrol and/or to rescind an offer to enrol in certain exceptional circumstances as provided for in section 9.1 of this policy.

**5.10** Pupils will, as a rule, only be enrolled into Junior Infants during the month of September. Pupils may be admitted to Junior Infants and Senior Infants during the school year provided they are transferring from another school and were enrolled in that other school during the month of September, and fully comply with our school's Transfer policy. See appendix 3.

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<sup>th</sup> September 2019.

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

**6.1** 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 and 4 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 hereunder, s/he will be included in the priority category which affords her/him the highest priority.

**Priority Category 1:**

Applicants who have a sibling attending Dublin South City ETNS and for whom a complete application is submitted. Offers will be made in chronological order of date received **before closing date of applications**

**Priority Category 2:**

Applicants who live within the defined catchment area and for whom a complete application is submitted. Offers will be made in chronological order of date received **before closing date of applications.**

**Priority Category 3:**

Applicants from outside the defined catchment area for whom a complete application is submitted. Offer will be made in chronological order of date received **before closing date of applications.**

**Priority Category 4:**

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

## **Pupils with Special Educational Needs**

**7.1 Dublin South City ETNS** 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
- Ensure 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, request to meet with the parents/guardians of the child to discuss the child's needs.

## Code of Behaviour

**8.1** Pupils enrolled in **Dublin South City ETNS** are required to 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.

## Refusal to Enrol/Rescinding of offer to Enrol

**9.1** The school reserves the right to refuse enrolment or to rescind an offer of enrolment to an applicant in any of the following:-

- (a) In exceptional circumstances, the BoM may refuse to enrol an applicant or rescind an offer 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.
- (b) 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.
- (c) 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.

## Appeal Procedure

**10.1** 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

**11.1** The School acknowledges its obligations as a data controller under the Data Protection Act 2018.

The School will process personal data in accordance with our Data Protection Policy

We can confirm that personal data 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.

As the parent of an applicant, you have the rights to have any inaccurate information rectified or erased in relation to the personal data the School processes, further details of which are set out in our Data Protection Policy.

A copy of all personal data obtained and kept as part of the enrolment process will be made available to the subject of such data on receipt of a written request to the chairperson of the BoM, further details of which are set out in our Data Protection Policy.

## Ratification and Review

**12.1** This policy was ratified by the BoM on the 18<sup>th</sup> day of October, 2018. It is scheduled for review on the 30<sup>th</sup> day of September 2019. Educate Together, as patron, approved the manner of this policy's publication on the 19<sup>th</sup> October 2018.

The BoM reserves the right to alter this policy, subject to its statutory obligations, including its obligations to its Patron. Should the policy be altered, applicant parents 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 in writing to the Board of Management.

---

Niamh Cullen, Principal

---

Gerry Mc Kevitt, School Manager



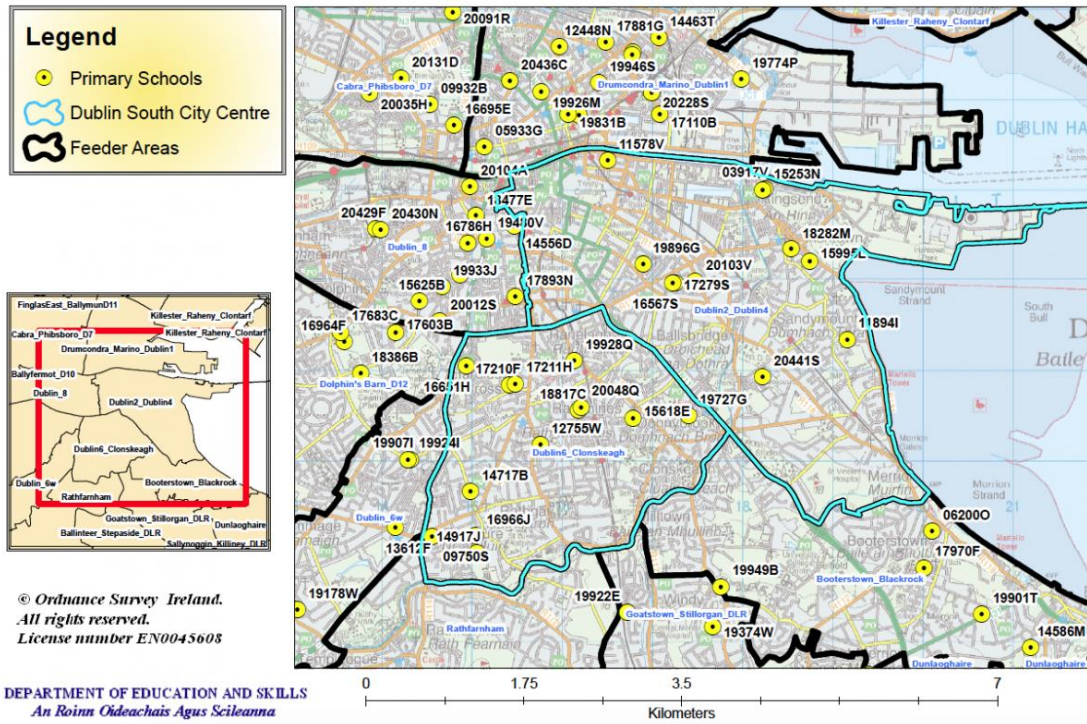
## Appendix 1: Admissions Procedures 2019

1. Pre-Enrolment forms will be made available from 22<sup>nd</sup> October 2018.
2. Pre-Enrolment forms will only be accepted in respect of junior infants and senior infants for September 2019.
3. Online pre-enrolment application forms will be available from 22<sup>nd</sup> October 2018. <https://www.aladdin.ie/i/5366562804465664>
4. The pre-enrolment list will close on Monday, 12<sup>th</sup> November 2018.
5. The first round of application forms will be distributed within 21 days of close of pre-enrolment process.
6. It is the sole responsibility of the parent/guardians to inform the school promptly of any change of address, telephone number or other relevant circumstances.

## Appendix 2: Defined Catchment Area

**Catchment area** (marked by blue line and set by Department of Education, for ease of reference this corresponds to the Dublin 2, 4, and 6 postal districts)

Proposed Primary School to serve the Dublin South City Centre Area



### Appendix 3: Dublin South City Educate Together N.S. Transfer Policy

The transfer policy of Dublin South City Educate Together National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, directives of the school's Patron and following consultation with the school community.

The core value that determines transfer of pupils into Dublin South City ETNS in accordance with this policy, is equality of access and participation in the school for all children in our society whatever their social, religious, cultural or racial background and/or whether or not they have a disability or special educational needs.

In determining the number of transfers, 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

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.

This policy is applicable to any parent wishing to transfer their child into any class in Dublin South City ETNS, including Junior Infants, at any stage during the school year, providing they have attended another school prior to application.

#### Application procedure:

Transfer of pupils will be facilitated on a case by case basis and in accordance with the following particulars:

- The official transfer application form is fully completed.
- A copy of the applicant's birth certificate is submitted.
- Proof of address is provided in the form of a utility bill/bank statement in the name of one of the parents/guardians, which must be dated no later than three months prior to the date of application.
- Copies of all previous school reports are submitted.
- Where applicable, copies of child's medical and /or psychological report(s) are provided.

Completion of Transfer forms indicates permission for Dublin South City ETNS to contact all previous schools/playschools to gather information and data relevant to transfer applicant.

All offers will be made on a strictly, first come, first served basis.

## Refusal to Transfer

The Board of Management reserves the right to refuse enrolment to any applicant where: -

- There is no place available in the class due to pupil numbers
- In exceptional circumstances, the BoM may refuse to accept a pupil transfer 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.
- The BoM also reserves the right to refuse transfer in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
- The terms of this transfer 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.

## Appeals Procedure

Parents who are unhappy with a transfer decision may, in the first instance appeal the decision, in writing, within ten days, to the Board of Management.

Parents who remain unhappy with a transfer 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.

## Appendix 4 – Educate Together Charter

# charter

## EDUCATE TOGETHER AFFIRMS THAT:

Equality-based schools have the right to be treated no less favourably than other schools within the Irish educational system, in accordance with their needs and their identity.

Children of all social, cultural and religious backgrounds have a right to an education that respects their individual identity whilst exploring the different values and traditions of the world in which they live.

The state has a duty to take the identity of the equality-based sector fully into account when deciding on policy that affects the establishment and development of schools.

Parents are entitled to participate actively in decisions that affect the education of their children.

In particular, they have the right to decide what kind of school reflects their conscience and lawful preference.

## and COMMITS ITSELF TO:

1 Support the establishment of schools, which are;

### 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.

Child-centred in their approach to education.

Co-educational and committed to encouraging all children to explore their full range of abilities & opportunities.

Democratically run with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers.

in areas where the demand for such a school exists,

2 Promote fuller awareness and recognition of the identity of the equality-based sector at all levels in Irish society and abroad.

3 Participate in appropriate structures and activities concerned with the future development of education in Ireland and abroad.

4 Promote a future where equality-based education will be as freely available to parents as any other educational option they may choose.



Educate Together

## Data Protection

The School acknowledges its obligations as a data controller under the Data Protection Act 2018.

The School will process personal data in accordance with our Data Protection Policy

We can confirm that personal data 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.

As the parent of an applicant, you have the rights to have any inaccurate information rectified or erased in relation to the personal data the School processes, further details of which are set out in our Data Protection Policy.

A copy of all personal data obtained and kept as part of the enrolment process will be made available to the subject of such data on receipt of a written request to the chairperson of the BoM, further details of which are set out in our Data Protection Policy.

## Ratification and Review

This policy was ratified by the Board of Management on the 18<sup>th</sup> day of October 2018. It is scheduled for review on the 30<sup>th</sup> day of September 2019. Educate Together, as patron, approved the manner of this policy's publication on the 19<sup>th</sup> day of October 2018.

The BoM reserves the right to alter this policy, subject to its statutory obligations, including its obligations to its Patron. Should the policy be altered, applicant parents 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 in writing to the Board of Management.

---

Niamh Cullen, Principal

---

Gerry Mc Kevitt, School Manager