

Mainstream Enrolment & Transfer Policy 2020/21

(Ratified 2019)

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Introduction

1.1 This enrolment policy for **Broombridge 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, directives of the school's Patron and following consultation with the school community. The school has a separate policy for admission to our A.S.D class. Applications for this class open in January each year.

1.2 The core value that determines enrolment of pupils in **Broombridge ETNS** 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 Broombridge 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 Broombridge 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 Broombridge ETNS is a developing school which opened in 2016 with one class of Junior Infants. We are expanding on a yearly basis and will be a full two stream school from Junior Infants to 6th Class when we reach capacity.

2.4 Broombridge 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 **8:30am** for all classes and finishes at **13:10** for junior & senior infants and at **14:10** for all other classes.

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 **Broombridge 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/4640727938105344>

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).

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

(i) The official application forms are fully completed.

(ii) A copy of the applicant’s birth certificate is submitted.

(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.

5.5 Failure to submit the birth certificate and/or proof of address will mean that the application is considered incomplete.

5.6 Submitting inaccurate information on application forms, 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 all application documentation 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 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 pre-enrolment 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 30th September 2020.

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 and 3 outnumbering the remaining available places, places will be offered in chronological order of date of birth.

In the event of the number of applicants in Priority Category 4 outnumbering the remaining available places, places will be offered in chronological order of date received.

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 Broombridge ETNS **and** for whom a complete application is submitted. Offers will be made in chronological order of date of birth for applications received **before the closing date**.

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 of birth for applications received **before the closing date**.

Priority Category 3:

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

Priority Category 4:

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

Pupils with Special Educational Needs

7.1 Broombridge 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, meet with the parents/guardians of the child to discuss the child's needs.

Code of Behaviour

8.1 Pupils enrolled in **Broombridge 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. 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 17th day of October 2019. It is scheduled for review on the 30th day of September 2020. Educate Together, as patron, approved the manner of this policy's publication on the 15th October 2019.

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.

Eibh Ní Mhordha, Principal

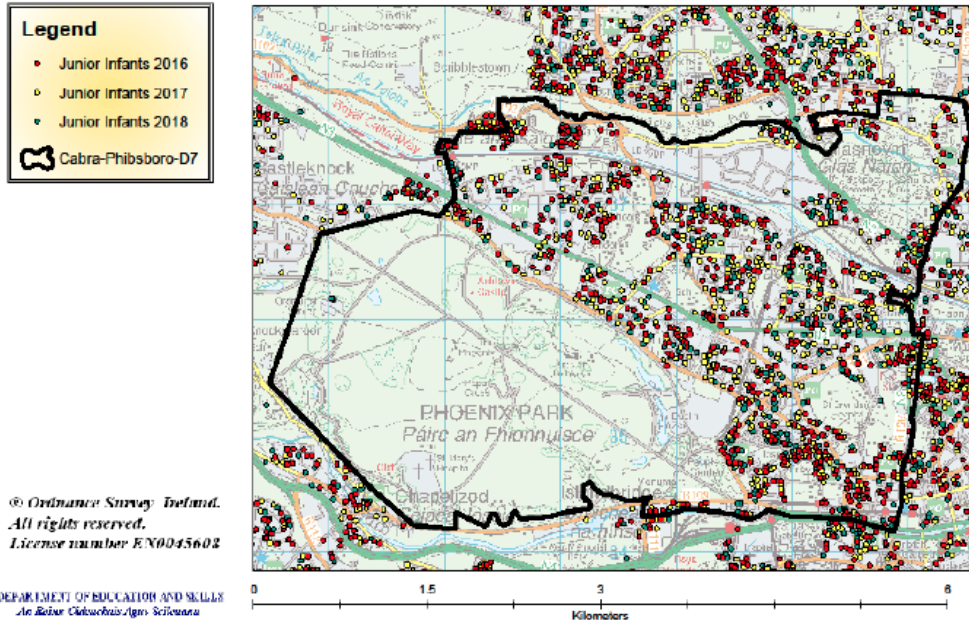
Patricia Duffy, Chairperson BOM

Appendix 1: Admissions Procedures for school year 2020/21

1. Pre-Enrolment forms will only be accepted in respect of junior infants for September 2020.
 2. Online pre-enrolment will begin from 21st October 2019 at <https://www.aladdin.ie/i/4640727938105344>
 3. The initial pre-enrolment period will close on Friday 29th November 2019.
- The first round of application forms will be distributed within 21 days of close of the pre-enrolment period.
 - 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

Proposed Primary School Cabra-Phibsboro-D7 Feeder Area



Appendix 3: Broombridge Educate Together N.S. Transfer Policy

The transfer policy of Broombridge 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 Broombridge 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 Broombridge 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 during the school year will be facilitated on a case by case basis. Application forms for transfers from the beginning of an academic year will be available in January of that year.

All transfer applications must be made 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 Broombridge ETNS to contact all previous schools/playschools to gather information and data relevant to transfer applicant.

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. 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 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.

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Contacts

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Eibh Ní Mhordha, Principal

Patricia Duffy, Chairperson, Board of Management.

Appendix 4: The Educate Together Charter

EDUCATE TOGETHER CHARTER

RECALLING Article 26.3 of the Universal Declaration of Human Rights:

“Parents have a prior right to choose the kind of education that shall be given to their children”

and Article 42.4 of Bunreacht na hÉireann (Constitution of Ireland):

“The state shall provide for free primary education and shall endeavour to supplement and give reasonable aid to private and corporate education initiative, and, when the public good requires it, provide other educational facilities or institutions with due regard, however, for the rights of parents, especially in the matter of religious and moral formation”,

and RECOGNISING:

- 1.1 That many parents have a valid preference for schools in which boys and girls of all social, cultural and religious backgrounds can be educated together in an atmosphere of mutual understanding and respect,
- 1.2 That the multi-denominational schools established under the banner of EDUCATE TOGETHER are a distinctive response to the growing demand for such an option within the Irish educational system,

EDUCATE TOGETHER AFFIRMS THAT:

- 2.1 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,
- 2.2 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,
- 2.3 Multi-denominational 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,
- 2.4 The state has a duty to take the identity of the multi-denominational sector fully into account when deciding on policy that affects the establishment and development of schools,

and COMMITS ITSELF TO:

- 3.1 Support the establishment of schools, which are,

Multi-denominational 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,

Child centred in their approach to education

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,

- 3.2 Promote fuller awareness and recognition of the identity of the multi-denominational sector at



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all levels in Irish society and abroad,

- 3.3 Participate in appropriate structures and activities concerned with the future development of education in Ireland and abroad
- 3.4 Promote a future where multi-denominational education will be as freely available to parents as any other educational option they may choose.

Formally launched on 12th May 1990 at the Aula Maxima, University College Galway, amended at AGM 17th April 1999