

# Castaheany ETNS Enrolment Policy

*This policy has been formulated by Castaheany 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.*

## **Contents:**

School Details:	1
General Information:	1
Eligibility Criteria:	2
Admissions Procedures:	3/4
Enrolment of Children with Special Educational Needs	5
Code of Behaviour:	6
Failure to Secure a Place:	6
Additional Information:	6
Data Protection	6
Ratification and Review	7
Contacts	7

## School Details:

Name: Castaheany Educate Together National School  
Address: Ongar Village, Dublin 15

Telephone: 01-6467484  
Email: castaheanyeducatetogether@gmail.com  
Roll Number: 20186F  
Principal: Mary Healy

Our school day starts at 8.30 and finishes at 1.10 for Junior and Senior Infants, and 2.10 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. The Board of Management of the school oversees and is responsible for the implementation of the enrolment policy.

Castaheany ETNS is under the patronage of Educate Together. Parents/ Guardians are advised to familiarise themselves with the Educate Together ethos prior to enrolling their child in the school. [Educate Together: Home](#)

Castaheany ETNS caters for children from Junior Infants to sixth class. The school has 16 classes with a double-stream intake each year (two classes). It is co-educational and multi-denominational. Castaheany ETNS is a national school and, as such, operates in accordance with the Rules for National Schools and is dependent on such grants and teacher resources as are provided by the DES. All school policies must have regard to the resources and funding provided.

Castaheany ETNS follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). CETNS also implements the Ethical Education Programme "Learn Together" as prescribed by its patron, Educate Together. [Educate Together: Home](#)

Within the context and parameters of DES regulations and programmes, the rights of the Patron as set out in the Education Act and the funding and resources available, CETNS supports the principles of:

- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society
- Parental choice in relation to enrolment
- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need.

## **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 Castaheany ETNS children must be 4 years old before 1<sup>st</sup> May of the year of admission into Junior Infant classes.

- **All places are allocated on a first come, first served basis.**
- **Castaheany ETNS does not operate a sibling policy.**
- **Castaheany ETNS does not operate a catchment area.**

In determining admissions the Board of Management shall take account of Department of Education and Skills regulations in relation to staffing, class size and class average. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Castaheany ETNS also respects the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

1. Size of / available space in classrooms
2. Presence of children with special educational needs (See section on Enrolment of Children with Special Educational Needs)
3. DES Pupil - Teacher Ratio (26:1 from 2018/19). The Board of Management deems classes at CETNS to be full at 27\* children (Pupil - Teacher Ratio plus 1)

*\*This number is subject to change and will be reviewed annually by the Board of Management.*

## Admissions Procedures:

1. Parents/Guardians wishing to apply for a place for their child must complete and return a pre-enrolment form. Parents/guardians can obtain pre-enrolment forms from the school secretary in person, by phone, by email or from the school website. This form requires the parent to give the school certain information regarding their child. Pre enrolment forms **must** be posted or emailed to school. No pre enrolment will be accepted by hand.
2. Children may be placed on the pre-enrolment list from birth.
3. Upon receipt of completed applications, each pre-enrolment form will be endorsed with a unique, sequential pre-enrolment number. If more than one form is received on the same day, they are ordered by random selection. This process will be overseen by the enrolment officer and a member of the Board of Management.
4. Pre-enrolment form must be accompanied by an original birth certificate which will be copied and returned. An offer of a place will only be made when a copy of the original birth certificate is on file. If preferred, original birth certificates may be presented at the office, for copying, but pre-enrolment forms must be posted or emailed.
5. Each child will be placed on the list according to the pre- enrolment number. If parents 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.
6. No guarantees of places will be given or implied by pre- enrolment.
7. Children will, as a rule, only be admitted into **Junior Infants** during the months of August/September. Children may be admitted to a Junior Infant class after 30th September provided they are transferring from Junior Infants in another school (*or the equivalent in another jurisdiction*)
8. **Classes other than Junior Infants** – Children will, as a rule, be admitted to the same class level when transferring schools. Otherwise, they will be placed in an age-appropriate class taking into account the needs of the child, previous education i.e. children coming from schools outside Ireland or special schools. The final decision rests with the Principal.
9. Children will be offered places strictly by order of pre- enrolment number on the pre-enrolment list. (No priority given to siblings or discretionary places).
10. Before sending out the letters of offer each parent/guardian will be telephoned, texted or emailed to inform them that the letter of offer is going out in the post that day, to confirm correct address is on the pre-enrolment form and to further advise that the offer must **be accepted within 14 days**. If parent/guardian cannot be contacted by telephone, text or email the letter of offer will be sent out by post.
11. An acceptance form will accompany each offer. This form must be completed, signed and returned to the secretary or principal **within 14 days**. Payment of Materials Money for Junior Infants is also requested at this stage and a copy of the original birth cert must be on file, as proof of age.

12. On receipt of the acceptance form, the school will confirm in writing that a place has been reserved for their child.
13. If the acceptance form is not received in the school within 14 days, the child's name will be removed from our enrolment list and the family will be contacted, if possible.
14. Parents/ Guardians of 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 the original 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.
15. In exceptional circumstances, Junior Infants who have enrolled in the school may defer after the school year has started but before September 30<sup>th</sup>. This deferral will be agreed in consultation with school staff and parents/guardians. The actual enrolment may be deferred for a maximum of one year. Placement order in the following year's Junior Infant pre-enrolment list will be in accordance with their original pre-enrolment number. This does not guarantee an offer of a place as places will be allocated strictly according to the ranking of the pre-enrolment numbers on the pre-enrolment list.
16. Non-Junior Infants cannot defer a place that has been offered to them. However, if a parent/guardian wishes to place them on the list for the following year (for the next class level) they will be issued with a new pre-enrolment number and put on the non-Junior Infant appropriate class list for the following year.
17. If a non-Junior Infant is not offered a place in the year of their choice, parents/guardians will be **offered the option** to put their child's name on the pre-enrolment list for the next year, retaining the original pre-enrolment number. Parents must respond to this offer, in writing, within 14 days of that offer being made. Otherwise, their child's place on the pre-enrolment list will be forfeited. Options letters will be posted at the end of May each year.
18. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.
19. If a child leaves during the school year, his/her place will be offered to the next person on the list (*for the same class level*) as soon as possible.
20. Parents/guardians of children wishing to transfer from another school will be required to supply a copy of the child's most recent school report and any other relevant reports/information.
21. In the event of a child being temporarily referred, by a professional, to an alternative educational setting, the Board of Management agrees that their place in class will be left open until they return. At the end of each school year their case will be reviewed as to whether or not they will return to CETNS and which would be the most appropriate class to meet the child's needs. Parents will be informed of the decision.

## **Enrolment of Children with Special Educational Needs:**

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.

Castaheany 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 pre- enrolment /enrolment process.
- Ensures that copies of the child's medical and /or psychological report(s) are provided to CETNS.

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 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 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.

A commitment to child-centred, inclusive and quality education permeates through all of the policies of Castaheany ETNS. However, if it is felt by the Board of Management that the school would be unable to meet the differentiated needs of a particular child, the school reserves the right to refuse admission. It is anticipated that refusal to enrol will be a rare occurrence and only utilised as a last resort when it is clear that admission to CETNS would not be in the best interest of that child, or other children in their peer group.

## **Code of Behaviour:**

Children enrolled in CETNS are required to co-operate with and support the school's Code of Good Behaviour as well as all other policies on curriculum, organization and management.

The Board of Management places parents/guardians responsible for ensuring their children co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's Rules for National Schools, these policies may be added to and revised from time to time.

## **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 Administration Unit  
Department of Education and Skills  
Friars Mill Road  
Mullingar  
Co. Westmeath  
N91 H30Y  
T | (0761) 108588  
E | [www.education.ie](http://www.education.ie)

Parent who are experiencing difficulty in securing a place for their child should contact the Educational Welfare Services in TUSLA to seek the assistance of their local Educational Welfare Officer: [www.tusla.ie](http://www.tusla.ie) | 01-7718815

## **Additional Information:**

Castaheany 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:**

This policy was ratified by the Board of Management on 11<sup>th</sup> June 2018. It is scheduled for review in June 2019. Educate Together, as patron, approved the manner of this policy's publication on the 5<sup>th</sup> April 2018.

The Board of Management 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 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 secretary/enrolment officer.

Signed: \_\_\_\_\_

(Chairperson, BOM)

Date: \_\_\_\_\_

# Addendum to CETNS Enrolment Policy



December 2018



Due to the planned commencement of the Education (Admission to Schools) Act, 2018, Castaheany Educate Together National School will not accept pre-enrolment application forms for September 2024.

A new Admissions policy will be approved, by our Board of Management and Patron, with an annual admissions process for this intake group.

*Ratified by CETNS Board of Management on 3.12.18*

<https://www.education.ie/en/Press-Events/Press-Releases/2018-press-releases/PR18-10-03.html>