



# Scoil Sinéad - Pelletstown

c/o ETNS Broombridge, Bannow Rd., Cabra, Dublin 7.

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## Interim Enrolment Policy

### **Introduction:**

This policy is set out in accordance with the provisions of the Education Act, 1998. The manager trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the manager and the principal teacher will be happy to clarify any further matters arising from the policy.

### **General Information:**

Scoil Sinéad - Pelletstown will operate within the regulations laid down by the Department of Education and Science and will follow the primary school curriculum prescribed by the Department of Education and Science which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education and Science Inspectorate.

Scoil Sinéad - Pelletstown is a co-educational, multi-belief Primary School and is under the Patronage of Scoil Sinéad Ltd. The school aims to promote the full and harmonious development of the child, intellectual, physical, cultural, moral and spiritual. This school seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Scoil Sinéad - Pelletstown is a multi-belief school. It is the policy of the school to respect, celebrate and recognise diversity in all areas of human life. Children attending this school will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Scoil Sinéad - Pelletstown welcomes children from all faiths and none. In common with the other Scoil Sinéad's that may develop under Scoil Sinéad Ltd Patronage, this school will recognise the wishes of parents to have their children receive religious education, or morality based education as an integral part of the school curriculum.

Situated temporarily at the Bannow Rd Campus, Cabra, Dublin 7. Scoil Sinéad - Pelletstown will cater for the full range of Primary Classes from Junior Infants to 6<sup>th</sup> class as the school grows.

Under the Patronage of Scoil Sinéad Ltd, a Management Board will be established. In the interim, Scoil Sinéad - Pelletstown will be managed by a single manager. The Manager/Board of Management will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act, 2000 and the Equal Status Act, 2000. The Manager/Board of Management will fully subscribe

to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

The Admissions Policy will be subject to regular review and possible change.

### **Enrolment Procedures:**

The Enrolment Procedures will be subject to regular review by the Manager/Board of Management.

Applicants must be at least four years of age before the first day of September of the year which they apply. (Compulsory attendance at school does not apply until the age of 6 years)

Junior Infants starting school will normally not be enrolled after 30<sup>th</sup> September.

The Catchment Area will be that of Pelletstown and its environs.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class standard exceeding the number of places available, the following criteria will be used to prioritise children for enrolment;

#### **First:**

Children living within the catchment area.

Brothers and sisters (including step-siblings resident at the same address of the children already enrolled).

Children of current staff members.

#### **Second:**

Children living outside of the catchment area.

In the event of the number of children in First Category exceeding the number of places available in a given year, children will be offered a place according to their chronological age.

The same criteria will be adapted in relation to Second Category until places are filled.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

The Manager/Board of Management will communicate arrangements regarding enrolment through notifying the community diaries in local publications such as the Northsider, by notice on appropriate websites and through any other method deemed appropriate by the principal teacher and approved by the Manager/Board of Management.

<p style="text-align: center;"><b>Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with this Enrolment Policy.</b></p>
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### **Return of Forms of Acceptance:**

Letters of offer for places in Scoil Sinéad - Pelletstown will be made by post within 21 days of the closing date for receipt of applications, 31<sup>st</sup> January 2018. All completed Application Forms must be returned to: **Scoil Sinéad - Pelletstown, c/o ETNS Broombridge, Bannow Rd. Cabra, Dublin 7**, within two weeks of the date of the letter of offer. Parents must ensure that by that date the following has been submitted along with the Application Form:

An original long **Birth Certificate** (together with a photocopy of same) **and** **Two** of the following as proof of address (these must be dated within two months of *date*); ESB Bill, GAS Bill, Telephone Bill (Landline only), Bank or Credit Union address details.

If the school does not receive this documentation by the nominated closing date, the Manager/Board of Management will assume that the place is not being accepted and will be offered to the next child on the waiting list.

### **Waiting List:**

All unsuccessful applicants will be informed in writing by post of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with school policy.

### **Equality Access:**

No child will be refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity or political beliefs and values.

In relation to applications for the enrolment of children with special needs, the school will meet with the parents of the child to discuss the child's needs. It is open to the school to request a copy of the child's medical and/or psychological report or, where such a report is not available, to request that the child be assessed immediately.

The purpose of the Assessment Report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. Parents will wish to note that some supports must be approved by the National Council for Special Education. The NCSE require that all such applications be made to them by 16<sup>th</sup> March 2018

***This Policy is subject to review by the Manager/Board of Management***

# **APPENDIX I – Enrolment on Transfer**

Transfers into classes, other than Junior Infants, from children enrolled in another school will not be permitted once the Academic Year has commenced, unless the child is moving into the catchment area.

Students within the catchment area who wishing to transfer from a local school, may apply as outlined previously, during the academic year preceding the intended transfer.

Offer of place will be in line with accepted good practice and dependent upon there being space in the required class group.

Parents of transferring children with Special Educational Needs will wish to note, as previously outlined, that some supports must be approved by the National Council for Special Education. Applications to the NCSE must be made by 16<sup>th</sup> March 2018 and therefore applications for enrolment and documentation to support such returns to the NCSE should be made in a timely manner. Otherwise the student may not have adequate supports approved and in place when they take their place in the class group.

For transferring students, the application, offer and acceptance process as outlined in respect of Junior Infants will apply.