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## Enrolment Policy

*This policy has been formulated by Maynooth Educate Together NS 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: Maynooth Educate Together National School  
Address: Rail Park  
Celbridge Road  
Maynooth  
Telephone: 01 6106823  
Email: info@maynoothet.ie  
Roll Number: 20292E  
Principal: Marie Hand

The school day starts at 8:30am and finishes at 1:10pm for Junior and Senior Infants, and from 2:10pm 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.

Maynooth Educate Together 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.

The school caters for children from Junior Infants to sixth class. It is co-educational and multi- denominational. Maynooth Educate Together is a national school and as such operates in accordance within the Rules for National Schools and is dependent on such grants and teachers' resources as are provided by the DES. All school policies must have regard to the resources and funding provided.

Maynooth Educate Together 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).

## 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 Maynooth Educate Together children must be 4 years old on or before 1st June of the year of admission into Junior Infant classes.

### **All places in mainstream classes are allocated on a first come, first served basis.**

Parents who feel that they their child's adoption or foster placement may have delayed their pre-enrolment date should clearly indicate this on the pre-enrolment form as well as provide all documentation requested to this effect. See 7.1 of admissions procedure.

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. The Board of Management 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.

## Admissions Procedures

1. Parents/Guardians wishing to apply for a place for their child must complete and return a pre-enrolment form. This form can be obtained by contacting the school office or may be downloaded from the school website. This form requires the parent to give the school certain information regarding their child.
2. On receipt of a completed pre-enrolment form a pre- enrolment number will be allocated to each applicant. If more than one application form is received on a particular day then these numbers are awarded in the order of post-date on the envelope. If the post date on the envelopes is the same then children will be put on the admissions list one after the other in alphabetical order of surnames.
3. 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.
4. Two separate lists will be kept for each year, a Junior Infant and a non Junior Infant list. Children will be listed in order of pre-enrolment number.
5. No guarantees of places will be given or implied by pre- enrolment.
6. 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.
7. 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).

7.1 Fostered or adopted children will be placed on the pre-enrolment list in accordance with their birth date. Their place on the pre-enrolment list will

depend on the time elapsed between placement of the child with the family and the enrolment date. For example, a child placed with the family at age two but placed on the enrolment list at age three will be treated as a child enrolled at age one. Confirmation from the relevant agency of the date of placement of a child with the family will be need to be provided with the enrolment form. A pre-enrolment number will be provided which is relevant to the child's place on the list. It is the parent's responsibility to inform the school of this at pre-enrolment and not when offers are being made.

8. Letters of offer will be sent out starting in January of the year prior to that for which the child is pre-enrolled. Parents/Guardians must reply in writing to confirm an offered place within 14 days. Failure to respond within 14 days will result in the place being forfeited.
9. On acceptance of a place the child's birth certificate should be provided to the school, a copy will be taken, and the original sent back.
10. 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.
11. If a place is not offered during the school year for which a place is sought and parents wish their child's name to be put on the waiting list for the following year (either for Junior Infants or for another class) they must inform the school by the 30<sup>th</sup> September of the year for which the place is sought. By doing this the child will be placed on the list for the following year according to their original pre-enrolment number. It is the responsibility of the parent/guardian to make such a request in writing; otherwise the application will be removed from the school's pre-enrolment list.
12. 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.

Maynooth Educate Together 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 Maynooth Educate Together.

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.

Applications for admission in respect of a child with a disability or other special educational needs will be refused where the nature of the child's needs are such that they would make impossible, or have a seriously detrimental effect on, the provision of education by the school to other children.

## **Special Provisions Applicable to Enrolment in our Classes for Children with Autism:**

Our classes for children with Autism at Maynooth Educate Together NS are called Catepillar (Junior) and Butterfly (Senior). They cater for children of primary school going age. Children must be 5 years on or before the 1<sup>st</sup> June of the year of admission. No child should be older than 13 years during his or her last year in the school.

Admission processes above will apply. The maximum class size is six pupils.

Applications will be considered by an Enrolment Advisory Board. This board will consist of the School Principal, the enrolment officer, a member of the teaching staff and any other professional deemed necessary from time to time, e.g. Psychologist, Speech & Language Therapist, Occupational Therapist.

The child must have a primary diagnosis of Astistic Spectrum Disorder without significant intellectual impairment. This daignosis must arise from a professionally recognised clinical/psychological assessment procedure. A recent recommendation (within two years of the proposed admission date) that a placement in a Special Class for Children with Autism in a mainstream school is warranted.

The purpose of our classes for children with Autism is to prepare children for/support their integration into teaching and learning activities of mainstream classes. A range of teaching methodologies will be used in the classes for children with Autism. The methodologies employed will aim to optimally address the needs of all of the children

in the classes for children with Autism. This will accord with the eclectic approach recommended by the Department of Education and Skills.

A child may be phased in gradually to the classes for children with Autism through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day may vary depending on their needs.

The Enrolment Advisory Board will consider the application when a vacancy arises within the special classes. Members of the Enrolment Advisory Board may choose to meet with the child and his/her parents/guardians prior to reaching a final decision. The Enrolment Advisory Board will advise the Board of Management on the placement of the child. The final decision as to the placement of a child in the Special Classes lies with the Board of Management.

If the school cannot meet the needs of a child or if a child does not meet the above criteria for placement in our Classes for children with Autism, the school will notify, in writing, the parents/guardians of the rationale for the decision.

### **Code of Behaviour:**

Parents of children who have been offered a place will be supplied with a copy of the school's code of behaviour. Admission of a child to the school is conditional upon the child's parent(s) confirming in writing that the code of behaviour so provided is acceptable to them, and that they shall make all reasonable efforts to ensure compliance with this code by the child.

### **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)

Parent 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:**

Maynooth Educate Together 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 20<sup>th</sup> June 2016. It is scheduled for review on the June 2018. Educate Together, as patron, approved the manner of this policy's publication on the 19<sup>th</sup> September 2016.

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 [info@maynoothet.ie](mailto:info@maynoothet.ie)