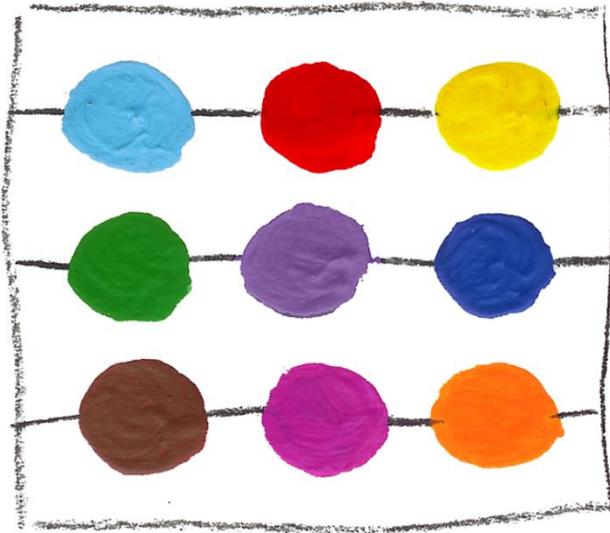


# Admissions and Participation Policy



*Carrigaline Educate Together N.S.*

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS). It is intended to help parents and guardians understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

<b>Version</b>	<b>Description</b>	<b>Authors</b>
26 January 2009	First version of policy	Mel Thornton & Christine Donnery
20 May 2010	Amendments to existing policy	Board of Management
November 2012	Amendments to existing policy and inclusion of enrolment policy for the Special Class	Board of Management
October 2014	Amendments to existing policy to change date beginning of enrolment	Board of Management
March 2015	Amendments to Admissions Policy following advice from the inspectorate	Board of Management
October 2016	Amendments to the existing Admissions Policy to include reference to “Classes for Children with Autistic Spectrum Disorder Policy	Board of Management
June 2019	Amendments to the existing Policy to include reference to siblings	Board of Management

### **School Contact Details**

**Principal:** Mel Thornton

**Board of Management Chairperson:** Eric Hurley

**School Phone Number:** 021-4375616 or 087-7453659

**Address:** Carrigaline Educate Together National School  
Kilnagleary, Carrigaline, Co. Cork.

# **Admissions and Participation Policy**

## **Introductory Statement**

The Board of Management of Carrigaline Educate Together N.S. hereby sets out its Admissions and Participation Policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Act 2002. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management or the Principal will be happy to clarify any matters arising from this policy.

## **Rationale**

This policy endeavours to ensure that the appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner consistent with the ethos of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

## **Vision**

We at Carrigaline Educate Together NS, through this enrolment policy aim to place the child at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use the best teaching and learning methods to enable each individual student to reach their full academic and social potential.

## **Relationship to the Characteristic Spirit of the School**

This policy reflects the overall ethos of the school which states:

Carrigaline Educate Together N.S. is one of a number of equality-based schools throughout the country. The representative organisation for these schools is Educate Together.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education & Skills and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- 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
- 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 (Source: Educate Together Charter)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally

inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

Information taken from the Educate Together website [www.educatetogether.ie](http://www.educatetogether.ie)

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment. Denominational instruction is facilitated by the school insofar as groups are permitted to use the school premises. This is organised by parents outside of school hours.

## **Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall ....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

## **Aims**

The policy aims:

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our ethos and current legislation
- To specify what information is required by the school at the time of application
- To provide a quality driven, appropriate educational service, within the requirements of all recent legislation pertaining to Special Needs Education and adhering to our “Classes for Children with ASD Policy”
- To strive towards the integration of children in the Multi-Class into mainstream education, having regard for levels of disability, available resources and suitability for such integration

## **School Context, Curriculum, Resources & Organisation**

Carrigaline Educate Together N.S. is bound by the Department of Education & Skills *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

Carrigaline Educate Together N.S. depends on the grants and teacher resources provided by the Department of Education & Skills and operates within the regulations that are laid down from time to time by the Department.

The school follows the curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time, in accordance with Section 9 & 30 of the Education Act (1998). The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities and its school plans and policies are dependent on the resources the school receives. Consequently, in determining its activities and programme for any school year, the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources. Where the resources cannot be secured, the school may refuse admission.

The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department of Education & Skills and any additional teaching hours sanctioned by said Department in respect of special needs, special programmes etc.

## **Admissions Policy**

The Admissions Policy of Carrigaline Educate Together N.S. provides for equality of access and participation in the school for all children in our society whatever their social, religious, cultural and racial backgrounds, regardless of any special educational need. It has been formulated in accordance with the 1998 Education Act.

As the school does not have a defined catchments area, parents are required to place their children's names on a Pre-Enrolment List.

Siblings of children currently enrolled in the school are given priority over first come-first served those on the pre-enrolment list subject to the conditions outlined below in the Enrolment Criteria.

Places are offered to children according to the school's admissions procedures, until the school is deemed by the Board of Management and Department of Education & Skills, to be full. The Board of Management makes all decisions in relation to admissions.

Taking into account the Department regulations and programmes, the rights of the patron as set out in the Education Act, the school supports the principles of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.

Children with special educational needs are welcome to enrol in the school and will be resourced in accordance with Department of Education & Skills policy. The board and principal may request copies of relevant reports or recommend that the child be assessed in order to assist the school in establishing the educational needs and services required (the Data Protection Policy will be adhered to at all times).

Please see Classes for Children with Autistic Spectrum Disorder Policy for details on admission to classes for children with Autistic Spectrum Disorder (ASD).

## **Pre-enrolment and Enrolment Policy**

Parents wishing to apply for a place for their child in Carrigaline Educate Together N.S. must complete a Pre-Enrolment Application Form online. These forms are available on the school website at <http://www.carrigalineducate.together.ie> (Refer to Appendix 1)

*Pre-enrolment and enrolment procedures for mainstream classes:*

1. On receipt of the completed form the school secretary enters the child's name in the school's pre-enrolment list. The list will be kept in chronological order of all pre-enrolment applications received. When multiple applications are received on the same day, they will be processed in order of the time recorded on the form submitted online. Where multiple applications have the same time, they will be processed in alphabetical order of the child's surname.
2. The pre-enrolment list will be stored on Aladdin.

3. The pre-enrolment application will be acknowledged by email. This email is **NOT** an offer of a place in the school in any given year.
4. In October/November of each school year, the Board of Management will determine the number of pupil places to be offered in each round of enrolment offers, in accordance with the projected number of places available for the next school year.
5. In October/November parents of children who are on the school's pre-enrolment list for the forthcoming school year (i.e. the following August/September) and who are within the Board of Management's first round allocation, will be written to with an offer of a place in the school alongside a Code of Behaviour form. These rounds will continue based on the basis of the pre-enrolment list. It is imperative that parents return a completed confirmation form and Code of Behaviour form to the secretary within 14 days. Failure to respond within 14 days will result in the place being forfeited. Their place in the school will then be offered to the next child on the pre-enrolment list awaiting an offer of a place.
6. After the closing date any other essential documents/forms will be forwarded to the parents. They are asked to return these completed forms as soon as possible, along with a copy of the child's birth certificate and the fee for the year's art & craft and stationery. An open night for all prospective parents will be held each year.
7. An open day for all confirmed children will take place in the June prior to the September of entry to the school. Parents will be notified in writing of this date. If parents are unable to attend on this day, they are asked to inform the school.
8. Siblings of children currently attending the school shall be offered places subject to availability and provided that their pre-enrolment applications are received within six months of their dates of birth/adoption. All remaining places will be offered on a first come first served basis by order of pre- enrolment number on the pre-enrolment list.
9. In the case of deferral of enrolment into Junior Infants, their pre-enrolment application is placed in the following year's file in accordance with the date and order the original form was received in. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.
10. 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.
11. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.
12. In the case of enrolment of pupils from senior infants to sixth class, individual arrangements depending on space and siblings will be made with the school for

enrolment. Enrolment times and registration may vary depending on when vacancies arise. Mid-year enrolments of a child into any class are also subject to this.

13. The Board reserves the right to determine the maximum number of children that can be enrolled within the school. The board will have regard to relevant management considerations, including, but not limited to the following:
- The Department of Education & Skills allocation of grants teaching resources
  - Limitations of the present accommodation
  - Multi-grade classes
  - Directives from the Department of Education & Skills in relation to maximum class sizes.

Please refer to the Classes for Children with Autistic Spectrum Disorder Policy for Pre-enrolment and enrolment in the Classes for children with ASD.

### **Code of Behaviour**

Children enrolled in Carrigaline ETNS are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management.

Parents/Guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

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 provided is acceptable to them, and that they shall make all reasonable efforts to ensure compliance with this code by the child.

### **Appeals**

1. If a decision is communicated by Carrigaline Educate Together N.S. to a parent indicating that the school is unable to accept their child, that parent may request a copy of the enrolment policy and enquire as to what section/sections of the policy justify the refusal.
2. If unhappy with the explanation the parent may appeal the decision, in writing, directly to the Board of Management (BOM).
3. The BOM then considers the appeal and advises the parent, in writing, of its decision.
4. If the parent is dissatisfied with the outcome, the parent may then make an appeal to the Secretary General under Section 29 of the Education Act 1998. Appeals must generally be made within 42 calendar days from the date the decision was notified to the parent. This policy document has an appendix that contains prototypes of all the standard letters and forms from the school relating to the enrolment procedure.

Please refer to Classes for children with ASD Policy regards appeals in the Multi-Class.

### **Additional Information**

Carrigaline 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 to 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 that 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.

*\*Note: Due to the planned commencement of the Education (Admission to Schools) Act, 2018, Carrigaline Educate Together National School will not accept pre-enrolment application forms for September 2024 onwards. A new Admission Policy will be approved with an annual admissions process for this intake group.*

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## **Success Criteria**

The practical indicators of the success of the policy include:

- Parents feeling about the school, its programmes, activities, and procedures
- Applications for admission to the school are handled in an open, transparent manner
- Criteria under which applications shall be considered are followed
- Criteria are informed by our ethos and current legislation
- Relevant information required by the school at the time of application is obtained
- A quality driven, appropriate educational service is provided to all children in the classes for children with ASD, within the requirements of all recent legislation pertaining to Special Needs Education
- All efforts are made to ensure the integration of children in the Multi-Class into mainstream education, having regard for levels of disability, available resources and suitability for such integration

## **Roles and responsibility of the policy**

The Board of Management, Principal and policy committee have been responsible for supporting, developing, implementing and evaluating this policy.

## **Implementation Date**

The plan and all amendments will be implemented immediately.

## **Timetable for Review**

The operation of the policy will be reviewed and, if necessary, amended every four years.

## **Ratification & Communication**

The amended plan was circulated to the members of the Board of Management prior to the meeting in June 2019. It was formally ratified on 24<sup>th</sup> June 2019. The information collected on this form will be held by Carrigaline Educate Together National School in manual and in electronic format. The information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003.

The purpose of holding this information is for administration purposes and to facilitate the school in meeting the student's educational needs.

Disclosure of any of this information to statutory bodies such as the Department of Education and Skills or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians or students aged 18 or over if the school wishes to disclose this information to a third party for any other reason.

Parents/Guardians of students and students aged 18 or over have a right to access the personal data held on them by the school and to correct it if necessary.

I consent to the use of the information supplied as described.

**Signed Parent/Guardian:** \_\_\_\_\_

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

Notification that the plan is available for viewing will be communicated to the parents in the next school communication. It will be available for viewing by appointment in the office.

**Signed:** \_\_\_\_\_  
CHAIRPERSON of the BOM

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

## Appendix 1 – Admission Form on Aladdin

**Admissions Form**

Please enter your child's details in the form below and then click "Send details to the school".  
Please see our admissions policy on our website.

**Child**

First name:  Last name:  Gender:  Date of birth:  Previous school:

Note:  Class to go into:

**Choose an Admission List**

**Family**

Home phone number:  Alt home phone number:  Address (with Eircode):  Alternate address:

Alternate address description:

**Guardian 1 / Mother**

First name:  Last name:  Email:  Mobile number:  Work number:

**Guardian 2 / Father**

First name:  Last name:  Email:  Mobile number:  Work number:

**Emergency Contacts**

1 Name:  Description:  Mobile number:  Home number:  Work number:

2 Name:  Description:  Mobile number:  Home number:  Work number:

*Appendix 2 – Registration of new pupils form*

Carrigaline Educate Together N.S.  
**REGISTRATION FORM 2019 2020**

**CHILD'S INFORMATION**

Childs full name:

Date of birth:

PPS Number:

Nationality:

Sex:

Address:

Previous school including Montessori / play school:

Religious Denomination:

**CONTACT INFORMATION**

Parent /Guardian Details:

Mother Name:

Father Name:

Name of siblings in school:

Address:

Address:

Occupation:

Occupation:

Mobile:

Mobile:

Email:

Email:

**EMERGENCY CONTACT INFORMATION PLEASE SUPPLY MORE THAN 1**

Name:

Relationship:

Number:

Name:

Relationship:

Number:

**MEDICAL INFORMATION**

Details of Allergies:

Details of illness:

Family Doctor if required:

Is your child permitted to have plasters / Elastoplast's applied in school? **Yes / No** please circle

AS A PARENT/ GUARDIAN IS THERE ANY SERVICES/SKILLS THAT YOU WOULD BE WILLING TO OFFER TO THE SCHOOL?

ANY OTHER INFORMATION THAT MAY BE RELEVANT TO YOUR CHILD? E.G. LEGAL ORDERS IN PLACE

The information collected on this form will be held by Carrigaline Educate Together National School in manual and in electronic format. The information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003.

The purpose of holding this information is for administration purposes and to facilitate the school in meeting the student's educational needs.

Disclosure of any of this information to statutory bodies such as the Department of Education and Skills or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians or students aged 18 or over if the school wishes to disclose this information to a third party for any other reason.

Parents/Guardians of students and students aged 18 or over have a right to access the personal data held on them by the school and to correct it if necessary.

I consent to the use of the information supplied as described.

**Signed Parent/Guardian:** \_\_\_\_\_

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