

## Waterford Educate Together National School

Carrickphierish Road, Waterford City. Tel: 051 355 714

e-mail: [admin@wets.ie](mailto:admin@wets.ie) Roll no. 20160K



## Enrolment Policy

### Introduction

The Board of Management of Waterford E.T.N.S. hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy. Decisions in relation to applications for enrolment are made by the Board of Management of the school.

Waterford E.T.N.S. follows the same enrolment policy as all Educate Together Schools; that is on a **First Come, First Served** basis. Thus children will be enrolled strictly in order of application and there is no sibling policy.

### General School Information

**Name of School: Waterford Educate Together National School**  
**Telephone No. (051) 355714**

Educate Together is the Patron of the school.

At present, the teaching staff is comprised of 9 single class Teachers, Administrative Principal Teacher, 1 Learning Support Teacher, 1 Resource Teacher, 1 shared Learning Support Teacher and 3 Classroom Assistants. The full range of classes is taught in the school and classes are of mixed gender.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Class starts at 8.50 a.m. and finishes at 2.30 p.m. Infant Classes finish at 1.30 p.m.

### Rationale

This policy aims 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, the mission Statement 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

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### **Goals**

The school shall have in place appropriate channels of communication and procedures

- 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, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

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

The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it 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.

### **Policy Considerations**

The Board of Management of Waterford E.T.N.S. reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management of Waterford E.T.N.S., in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Science class size directives
- Appropriate Supports and Resources are available
- Time of school year

It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare\*. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

\* Information supplied will also support applications for S.N.A. provision or Resource Hrs.

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### **Refusal to Enrol**

The school reserves the right to refuse enrolment for any applicant where:

1. In exceptional circumstances, the BoM may refuse to enrol an applicant 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.
2. 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.

### **Code of Behaviour:**

Pupils enrolled in Waterford E.T.N.S. 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.

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

Waterford E.T.N.S. 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:

- Inform the school of any special needs as early as possible.
- Ensures 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 NCSE and/or 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.

### **Junior Infant Enrolment Procedure**

The registration process is initiated on receipt by the school of a completed **Pre-Enrollment Form**. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Each returned pre-enrolment form is recorded in order of date of receipt. This determines the child's ranking on the pre-enrolment list. Places are offered based on this ranking.

Entry in the School Record of Applications means that an application will be considered in early January of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board:

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- The first round offer of places is made to the first 30 children on the list in early January for places in September of the same year.
- As our school is currently growing we will be applying for a developing school post each year until we have grown to capacity. This means that subject to the allocation of a developing school post on a yearly basis, places in a second junior infant classes will be offered each year (Usually in March but timing is dependent on the date of confirmation from the D.E.S. of the allocation of a developing school post).
- Once all available places have been allocated all applicants whose child has been refused admission will be notified. Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 on the official Section 29 Appeal Application Form which may be located on [www.education.ie](http://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.

### **Please note:**

- Junior Infant children must be 4yrs of age on or before June 1<sup>st</sup> of the year in which he/she starts school.
- It is the sole responsibility of the parent/guardian to inform Waterford E.T.N.S. promptly of any change of address, telephone number or other relevant information and circumstances. Failing to keep the school updated puts a child's place at risk.
- No child will be enrolled in Junior Infants after September 30<sup>th</sup> unless exceptional circumstances prevail. This must be approved at Board level.

### **Enrolment/Admissions Acceptance:**

At this stage parents/guardians must complete the **Enrolment/Admissions Form**.

The Enrolment/Admissions Form must be signed and returned to the school within 10 working days as failure to do so will result in the child's place on the pre-enrolment list being forfeited.

Please return:

1. Enrolment/Admissions Form
2. Birth Certificate (Official)
3. Completed P.O.D. form.

Or

### **Apply for Deferral:**

Parents/guardians enrolling Junior Infants may apply to the Principal to defer the child's place for one year, providing the child will be under 6yrs by the start of the following school year. This means that the child will be placed on the list for the following school year according to the original date on the pre-enrolment form. This does not guarantee an offer of a place as places will be allocated strictly following the ranking on the pre-enrolment list.

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### Criteria for Enrolment to SI to 6<sup>m</sup> Classes

- Application forms are available from the school secretary
- Failure to fully complete forms will result in refusal to admit the applicant
- The behaviour record of a student in their previous school shall be considered
- The attendance record of a student in their previous school shall be considered

Two lists will be kept each year: A Junior Infant list and a non-Junior Infant list. Children will be ranked in pre-enrolment order on these lists.

Non-Junior infants may transfer to the school during the year subject to D.E.S. regulations, an available place at the school and other considerations already noted in this policy.

Non Junior Infants cannot defer a place that has been offered to them.

If a child is not offered a place in the year of initial enrolment it is necessary for the parent/guardian to make a fresh application for consideration for the following year.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

### Enrolment in our Special Needs Unit:

We have two classes in our Special Needs Unit:

- Pre-School – 6 Places – Catering for children aged 3 – 5yrs
- Primary Class – 6 Places

#### Please Note:

Enrolment in the pre-school is not linked to enrolment in the primary class. Being enrolled in the pre-school doesn't entitle a student to a place in the primary class.

Once you have contacted our school to indicate your interest in enrolling your child you will be given our S.N.U. Pre-Enrolment Form.

### Mandatory Documents (Assessments must have been completed in the past 2 years):

#### Pre-School Class:

- A diagnosis of autism using one of the following assessment tools:

DSM IV	DSM V	ICD 10
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#### Primary Class:

- A diagnosis of autism using one of the following assessment tools:

DSM IV	DSM V	ICD 10
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- A clear statement from the assessing professional that a placement in a primary age class for students diagnosed with autism meets the needs of your child.

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### **Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon:

- Effective management of the application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

### **Monitoring Procedures**

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in January each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

### **Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management at least every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur during the school year 2016 – 2017.