



Dalkey School Project
National School
Educate Together

Enrolment/Admissions Policy

June 2013

Enrolment /Admissions Policy

This policy is published by the Board of Management pursuant to Section 15(d) of the Education Act 1998 and sets out the procedures governing admission of children to Dalkey School Project National School (DSPNS). Clarification on any aspect of the document may be sought from the Chairperson of the Board of Management or the Principal at the school address and phone number (Glenageary Lodge, Glenageary, Co Dublin; phone: 285 7199).

General Information

The school is a multi denominational school under the patronage of the Dalkey School Project, an association limited by guarantee and is also a member of Educate Together, the umbrella group for multi denominational schools who subscribe to the Educate Together Charter. This Charter as well as other information about the Educate Together sector can be accessed through the Educate Together web site at www.educatetogether.ie.

The school is co-educational and has one class at each level from Junior Infants to Sixth Class. School begins at 8:30 and finishes at 14:10 (13:10 for infants) and the school takes responsibility for children during this time.

The school is a National School, and as such operates in accordance with the rules for National Schools and other regulations as may be laid down by the Department of Education and Skills (DoES) from time to time. It is also dependent on such grants and teacher resources as are provided by the Department. All school policies must have regard to the resources and funding provided. The school follows the curriculum programmes as prescribed by the DoES and these may be amended from time to time in accordance with sections 9 and 30 of the Education Act (1998). In accordance with the Equal Status Acts (2000; 2004), the DSPNS Enrolment Policy provides for equality of access and participation in DSPNS for all children in society and does not discriminate on any of the nine grounds defined in the Equal Status Act: gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller Community.

The school operates within the context and parameters of:

- The regulations and programmes set down by the DoES, in particular those regulations relating to class size, staffing provision and accommodation
- The rights of the Patron body as set down in the Education Act
- The funding and resources available
- The health and safety of pupils and staff
- The physical space in the school

Within the above contexts and parameters, the school supports the following principles:

- Inclusiveness, with particular regard to the enrolment of children from all backgrounds: social, religious, cultural, racial; and with regard to children with special educational needs
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life

DSPNS Enrolment Policy

Decisions in relation to enrolment are made by the Board of Management. The Board of Management reserves the right to amend or change this Enrolment Policy from time to time. As the school does not have a defined catchment area and receives many more applications than it can accommodate, parents are required to place their children's names on a "Pre-Enrolment list" (PEL). The basic criterion by which the Board of Management offers places in the school is one of "first come, first served" which is based on the date of receipt of the PEL application form.

Parents seeking to enrol their child in DSPNS should submit a completed Pre-Enrolment List (PEL) application form as soon as possible after the child is born, adopted or fostered.

These forms are available from: Dalkey School Project National School, Glenageary Lodge, Glenageary, Co. Dublin, or from our website at www.dspns.ie.

2012 Amendment to Enrolment Policy

In June 2012, amendments to the Enrolment Policy were approved by the Board of Management and ratified by the Patron. This amendment has an **effective date of September 1st 2012**.

The amendments are:

- 1. that siblings of children who are currently pupils in the school will be given preference if placed on the Pre-Enrolment List (PEL) within 6 months of their birth. Prioritisation of siblings will only apply to the Junior Infant intake.**
- 2. that in the case of an adopted child or child in long term foster care, the PEL application date shall be backdated by adding to their birth date/placement date, the interval of time between placement with their existing family and the date their application for pre-enrolment is received by the school.**
- 3. that preference will be given to applicants who are 4 years of age on or before 30th June in their year of admission.**

These amendments will come into effect 4 years after the Effective Date, as all applications made before this date will be processed under the Enrolment Policy at that time.

Which Policy applies to me?

Those who applied before September 1st 2012 will be processed under the Enrolment Policy at the time of their application, which was based solely on the "first come, first served" criterion. The priority for a place in the school was determined solely by the date on which the child's name is registered on the PEL. There was no preference given to siblings of pupils in the school.

Those who apply on or after September 1st 2012 will be processed under the amended Enrolment Policy, which is based on the "first come, first served" criterion, with a preference given (on the Junior Infant intake only) to:

- Siblings of pupils in the school at that time, once the sibling's application is received within 6 months of their birth.
- Children who are 4 years of age on or before 30th June in their year of admission.
A child must be at least 4 years of age before the 1st September in the year in which they propose to start school. Preference will, however, be given to applicants who are 4 by 30th June of their year of admission.

For any PEL Form received on or after the Effective Date, it will be assumed that any child who reaches their 4th birthday between 1st July and 31st August in any given year will start school in the September of the following year (namely at age 5) unless such child's parents specifically request, prior to the 1st of September in the year of that child's third birthday, that such child be considered for enrolment in the year in which they reach their 4th birthday (should a place be available).

Any application from adopted or long term fostered children will be backdated as described above.

This Enrolment Policy was ratified by the Board of Management on June 29th, 2012



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Enrolment Procedure

Pre-Enrolment List Form

1. Parents complete a Pre-Enrolment List (PEL) form for their child. Information requested on this form is as follows:
 - child's name, date of birth, gender and address
 - parents/guardians names and addresses
 - contact telephone numbers
 - whether the child has special educational needs
2. When the form is received in the school, the date on which it was received is immediately registered.

Pre-Enrolment List (PEL)

3. Children are placed on the Pre-Enrolment List based on the date of receipt of the PEL form (the "PEL Application Date"), subject to one exception:

When a PEL Form is received for an adopted child or child in long term foster care, the number of days between the date such child was placed for adoption or fostering and the date the PEL form was received shall be calculated and the child will be given a PEL Application Date and placed on the Pre-Enrolment List as if the PEL form had been received the same number of days after his or her date of birth.

For example, if a child is born on 1st November 2009 and adopted on 1st September 2011 and a PEL Form is received for such child on 29th September 2011, the PEL Application Date shall be backdated to 29th November 2009 and the adopted child placed on the Pre-Enrolment List accordingly.

The implementation of this exception must not impact the position of children on the Pre-Enrolment list whose PEL form was received before the Effective Date. If necessary, DSPNS will modify an adopted or fostered child's PEL Application date to prevent this from happening.

Pre-Enrolment Acknowledgement Letter

4. DSPNS will write to the parents of a child who has been entered on the Pre-Enrolment List and this acknowledgement letter will state the child's PEL Number.

5. The acknowledgement letter should be checked carefully and kept safely, as it is an acknowledgment of DSPNS' receipt of the PEL Form for the child. This letter is **NOT** an offer of a place in DSPNS in any given year.

Note that it is the parents responsibility to notify the school in writing of any change of address or other contact details.

Confirmation of Interest Form

6. Every November, parents of all children eligible to be enrolled the following September are sent a confirmation form which presents parents with three options. They can:
 - Confirm that, if offered a place for September they will accept it.
 - Seek permission to postpone application for a place to a future year.
(Postponement does not confer a right to a place in a future year, only a right to apply for a place. A child whose application for a place is postponed, retains his/her registered date of Pre-Enrolment)
 - Request that the child's name be removed from the Pre-Enrolment List.
7. Receipt of the confirmation form does not constitute an offer of a place, it merely asks parents to signal that they are still interested in sending their child/children to our school.
8. If DSPNS receives a completed confirmation form for a child after the declared deadline, the child's name is added to the end of the Waiting List.
9. If DSPNS does not receive a completed confirmation form for a child, the child's name is removed from the Pre-Enrolment list.

Offer of Placement

10. In January of each year, on the basis of returned confirmation forms, DSPNS posts letters of offer for places then available for the next school year on the following basis:
 - a) Places shall be offered to children whose PEL Forms were received before 1st September, 2012, in order of their place on the Pre-Enrolment List;
 - b) Any places remaining in Junior Infants shall then be offered to Qualifying Siblings who have not already been offered a place and who have, or will have, reached the age of 4 by not later than 30th June of the year of admission, in order of their place on the Pre-Enrolment List;
 - c) Any places remaining shall then be offered to remaining applicants and who, in the case of those applying for entry to junior infants, have, or will have, reached the age of 4 by not later the 30th June of the year of admission, in order of their place on the Pre-Enrolment List;
 - d) Any places remaining in Junior Infants shall then be offered to Qualifying Siblings who have not already been offered a place, in order of their place on the Pre-Enrolment List;

- e) Any places remaining shall then be allocated to remaining applicants in order of their place on the Pre-Enrolment List.

A “Qualifying Sibling” means a child:

- a) whose PEL Form is received by DSPNS within 6 months of the child’s birth date (or in the case of an adopted or fostered child, is received within 6 months of the child’s adoption or fostering) **AND**
- b) who is the sibling of another child who has been enrolled in the previous year as a pupil in DSPNS and will remain so enrolled for the academic year in which the first mentioned child is to be enrolled. Sibling relationships shall include any family members who are adopted and/or fostered.

11. If there are more applications than available places, children to whom a place cannot be offered will be put on the Waiting List.

Offer Acceptance

12. The Letter of Offer contains a Registration form. Parents must return the completed Registration Form together with following documents by the declared deadline date (the “Registration Date”):

- long version of the child’s birth certificate
- child’s PPS number
- any other documentation, which may be specified in the Letter of Offer (as approved by the Board of Management from time to time)

Parents must return the completed Registration Form by the Registration Date together with the required documentation as otherwise the offer may lapse and the place be offered to the next child on the Waiting List.

Offer Acceptance Acknowledgement Letter

13. A letter of acknowledgement of acceptance will be sent to parents/guardians who accept place offers within the declared deadline.

Failure to accept Offer

14. If DSPNS does not receive a completed Registration form by the Registration Date

- the Principal or Secretary will attempt twice over two work days to contact the family to make sure the lack of response was not an accident, leaving a message where possible
- if this attempted contact is unsuccessful, then the child’s name will be removed from the Pre-Enrolment List.

15. If a Registration Form is subsequently received in respect of a child who has been removed from the Pre-Enrolment List, that Registration form shall be treated as a new application for the child to be placed on the Pre-Enrolment List. The child will be placed on the Pre-Enrolment list based on the date of receipt of the Registration form. This receipt date shall

be the new PEL Application Date.

Waiting List

16. Letters of Offer will be sent to those on the Waiting List if and when vacancies arise.
17. If a child is on the Waiting List and will not have reached 6 by the 1st September, the child's parent may elect for their child to remain on the Pre-Enrolment List for entry the following year and such child will retain his or her original PEL Application Date.

Registration

18. Registration for Junior Infant children will take place in the summer term prior to the September of entry to DSPNS and parents will be notified in writing of this date. If parents are unable to attend on this day, they are asked to inform DSPNS in writing.
19. At Registration, parents will be provided with general information about the school and be required to:
 - review and sign the school's Code of Behaviour and Acceptable Use of Technology Policy. Parents/children enrolled in the school are required to abide by the provisions of these policies and
 - pay the relevant charge to cover books and stationary costs for the child's first year in DSPNS
20. In the case of enrolment of pupils from Senior Infants to Sixth Class, individual arrangements will be made with DSPNS for enrolment. Enrolment times and registration may vary depending on when vacancies arise.

Pre-Enrolment Form received during Enrolment Process

1. When a PEL Form is received by DSPNS after the enrolment process has started for anticipated entry to school in the following September:
 - DSPNS will send a Pre-Enrolment Acknowledgement letter and
 - the child's name will be added to the Waiting List in order of their PEL Application Date.

No Confirmation of Interest letter or form will be sent in this case, as it is understood that the parents will accept a place for their child in September, if offered.

Children with Special Educational Needs

1. Parents of a child with special educational needs are given an option on the Confirmation of Interest form to postpone application for a place to a future year, even where the child will have reached six years of age by the following September. This choice does not confer a right to a place in a future year, only a right to apply for a place. The child retains his/ her original PEL Application Date.
2. If a child with special educational needs has been offered a place in the school, the parents will be requested by the Principal to supply copies of any reports (medical/psychological) available. If the child has not been assessed, an immediate assessment may be requested.

The principal will then meet with the parent to discuss the child's needs and to establish the school's suitability to meet those needs. The principal will also make contact with the

relevant professionals who have been dealing with the child. It may be necessary for the Board in consultation with the Principal to decide to defer enrolment of a particular child, pending:

- the receipt of an assessment report
- the provision of appropriate resources by the Department of Education and Skills to meet the need specified in the psychological/medical reports.

Arrangements for Enrolled pupils who leave DSPNS temporarily

1. There are some circumstances in which enrolled pupils may leave DSPNS and retain their original PEL Application Date. These include:
 - a) the family temporarily living in another area
 - b) the pupil attending another school in order to deal with specific special educational needs.

In these circumstances, a child on the waiting list may fill the place vacated by the temporarily absent child. However, if the parents of the temporarily absent child request, DSPNS will return the child's name to the Pre-Enrolment List in accordance with their original PEL Application Date. The child may be offered a place in DSPNS, should one be available when he / she wishes to return.

Parents of such children will be asked to confirm in writing annually that they wish their children to remain on the Pre-Enrolment List. Failure to do this will result in the child's name being removed from the Pre-Enrolment List. Parents may of course re-apply for their child to re-enter the Pre-Enrolment List based on the new PEL Application Date.

This Enrolment Procedure has been ratified by the Board of Management on June 17, 2013