



**Dalkey School Project
National School
Educate Together**

Enrolment / Admissions Policy

This policy is set out in accordance with the provisions of the Education Act 1998. The Board of Management hopes to clarify the enrolment / admissions procedure by the publication of this policy and procedures document. Clarification on any aspect of the document may be sought from the Chairperson of the Board of Management, Mr. Brendan Kehoe or the Principal, Ms. Miriam Hurley at the school address and phone number.

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.educate.together.ie.

There are 8 class teachers in the school, and three resource teachers. The school is co-educational and has one class at each level from Junior infants to sixth.

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 Science 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 Department of Education and Science 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), Dalkey School Project NS (DSPNS), does not discriminate on 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.

Within the context and parameters of all of the above i.e.:

- . The regulations and programmes set down by the DES 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.

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 needs.
- . Equality of access and participation in the school.

Decisions in relation to enrolment are made by the Board of Management. The basic criterion which is used is one of "first come, first served". As the school does not have a defined catchment area, parents are required to place their children's names on a "Pre-Enrolment list".

Please note that DSPNS has no policy in relation to siblings. There is no guarantee that a second or subsequent child will receive a place in the school and, as stated above, the priority for a place in the school is determined solely by the date on which the child's name is registered on the pre-enrolment list. No places are reserved for siblings of any kind, whether natural, adopted or fostered.

Procedures:

Parents complete a Pre-Enrolment 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.
- . If the child has special needs.

When the form is received in the school, the date on which it was received is immediately registered

When the form has been entered on the Pre-Enrolment data base, it is acknowledged and a copy of the information entered is sent to the parent for checking. It is the parents responsibility to notify the school in writing of any change of address.

Children's names are grouped in accordance with their date of birth, using a school year e.g. September 2002 to August 2003, and ordered by date of receipt.

Every November, parents of all children eligible to be enrolled the following September (ie 4 years of age or more before 1st September) are sent a confirmation form. This form offers 3 options. They can:

1. Confirm that, if offered a place for September they will accept it.
2. Seek permission to postpone application for a place to a future year.

(Postponement is granted automatically where the child will not have reached the age of six before the following September. In the case of older children, each case will be considered by the Board and parents will be informed of the decision. 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)

3. Request that the child's name be removed from the pre-enrolment list.

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.

Confirmation forms must be returned by a certain date each year.

In January of each year, on the basis of returned forms and in order of date of entry on the Pre-Enrolment list, places then available for the next school year are offered. If parents/guardians do not respond to the confirmation letter by its declared deadline, 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. A letter of acknowledgement of acceptance will be sent to parents/guardians who accept place offers within the declared deadline. Children whose confirmation forms are returned late lose their priority on waiting lists but will be given the next available place at the end of the list.

If a confirmation form is not returned in any year, the child's name is removed from the Pre-Enrolment list. As further vacancies arise up to September, places are filled from the waiting lists.

Enrolment of children with Special Needs

If a child with special 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 Science to meet the needs specified in the psychological/medical reports.

The schools code of behaviour is given to parents/guardians at registration. Parents/children enrolled in the school are required to abide by the provisions of this code.

This policy will be reviewed on an annual basis or as the need arises.

Ratified by the Board of Management on 16 February 2011.

Signature of Chairperson _____
Brendan Kehoe