



**DALKEY  
SCHOOL  
PROJECT**  
NATIONAL SCHOOL  
EDUCATE TOGETHER

## **Enrolment/Admissions Policy**

# 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). Further changes may be made to this Enrolment Policy from time to time and as may be required by the Education (Admissions to Schools) Act 2018. Any amendments will be published via the [www.dspns.ie](http://www.dspns.ie) website.

## General Information

The school is an equality-based 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 equality-based 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 website at [www.educatetogether.ie](http://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. In accordance with the Equal Status Acts 2000 and 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 or 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 1998
- 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 and the related Enrolment Procedure from time to time. As the school does not have a defined catchment area and receives significantly more applications than it can accommodate, parents are required to place their children's names on a "Pre-Enrolment list" (PEL). Places are offered on a "first come, first served" basis, which is determined by the date of receipt of the PEL application form.

**It is therefore recommended that 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 our website at <https://www.dspns.ie/pre-enrolment/>

Since **September 1<sup>st</sup> 2016**, the following rules apply:

- **Applicants with a sibling in the school will be given preference if their names were placed on the Pre-Enrolment List (PEL) within 6 months of their birth and their sibling will be a pupil in the school in the year that they start in Junior Infants. Prioritisation of siblings will only apply to the Junior Infant intake.**
- **In the case of an adopted child or child in long term foster care, the PEL application date will be backdated by adding to their birth date, the interval of time between their placement with their existing family and the date their application for pre-enrolment is received by the school (as if their placement date were their date of birth).**
- **Preference will be given to applicants who are 4 years of age on or before 30th June in their year of admission.**

All applications which were registered before 1<sup>st</sup> September 2012 will be processed under the Enrolment Policy at that time, which was First Come, First Served without preference for siblings.

### **What does this mean in practice?**

- Children, who are siblings of continuing pupils in the school in the incoming year, whose application was received within 6 months of their birth and who will be 4 years of age on or before 30<sup>th</sup> June in their year of admission, will qualify for sibling priority. (Please note that the first sibling must continue to be a pupil in the school on the date of the second sibling starting Junior Infants in order to avail of this priority). Sibling relationships include family members who are adopted and/or fostered; Sibling priority **only** applies if both siblings will be pupils of DSPNS concurrently. Thus, a child will not qualify as a sibling if the older sibling will already have left DSPNS on the date of admission of the new Junior Infant. The fact that the applicant may have a sibling pupil of DSPNS on the date of the applicant's registration with DSPNS does not qualify them as a sibling if the older child will have left DSPNS by the date of admission of the second child.
- Children who are 4 years of age on or before 30<sup>th</sup> June in their year of admission have priority over those who reach the age of 4 after that date. A child must be at least 4 years of age before the 1<sup>st</sup> September in the year in which they propose to start school. Preference will, however, be given to applicants who are 4 by 30<sup>th</sup> June of their year of admission. 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 3rd 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 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 as though their placement date were their date of birth (see example in the Enrolment Procedure below).
- As there is a limited number of places available in each class, there may be instances where children who qualify as siblings for priority under the Enrolment Policy may nonetheless fail to secure a place in the Junior Infant intake due to oversubscription by qualifying siblings. The number of places in a class will not normally exceed 30.

*This Enrolment Policy was ratified by the Board of Management in December 2018 and operates in conjunction with the Enrolment Procedure set out below. Where a conflict arises between the Enrolment Policy and the Enrolment Procedure, the terms of the Enrolment Procedure will prevail. Should you have any questions in relation to the Enrolment Policy and the Enrolment Procedure, please refer to the Frequently Asked Questions section or contact the Principal, Miriam Hurley. This Enrolment Policy and the Enrolment Procedure may be updated to take into account changes required by the Education (Admission to Schools) Act 2018.*

## 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, addresses, emails
  - 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 upon which 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.

### 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. The PEL Number is not an indication of the child's position on the list and is for administration purposes only. For applications received after 1<sup>st</sup> September 2018, this acknowledgement will issue by email.
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 including email address.** Communication will be by email or other electronic means unless otherwise agreed.

### 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 subsequent 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 will lose its place in the Pre-Enrolment List and will be 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 Junior Infants for the next school year on the following basis:
  - a) Places will be offered to Qualifying Siblings (see definition below) 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;
  - b) Any places remaining will then be offered to remaining applicants 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;
  - c) Any places remaining will then be offered to Qualifying Siblings who have not already been offered a place (i.e. who will not 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 will 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. Thus both children must contemporaneously be pupils in DSPNS for at least one year in order to qualify as siblings. Sibling relationships 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 form 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, failing which 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 in respect of an offered place on or before the Registration Date:
  - the Principal or Secretary will attempt twice to contact the family;
  - 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 relevant Pre-Enrolment List. The child will be placed on the Pre-Enrolment list based on the date of receipt of that Registration form. This receipt date will then be the applicant's new PEL Application Date.

#### **Waiting List**

16. Letters of Offer will be sent to those on the Waiting List in the order of PEL application, if vacancies arise.
17. If a child is on the Waiting List and will not have reached the age of 6 by 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/Guardians and their children enrolled in the school are required to abide by the provisions of these policies); and
  - pay the relevant charge to cover books and stationery costs for the child's first year in DSPNS.

20. In the case of **enrolment of new 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**

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 subsequent year, even where the child will have reached 6 years of age by the following September. This choice does not confer a right to a place in a subsequent year, only a right to apply for a place. The child retains his/ her original PEL Application Date and is subject to the normal Enrolment Policy and Procedure requirements.
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 or other information reasonably requested by the Principal in relation to the child's needs; and/or
  - 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**

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; and/or
- 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 so 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 approved by the Board of Management in December 2018.*