

Castleknock Educate Together National School

Enrolment Admissions Policy

In accordance with the provisions of the Education Act 1998 we entrust to parents that they will be assisted in relation to any enrolment matters. The Pre-Enrolment Officer will be happy to clarify any further matters arising from this policy.

Introduction/Rationale

The school will cater for children from Junior Infants to Sixth class. It is co-educational. The children are taught a wide range of subjects: Irish, English, Mathematics, S.E.S.E., S.P.H.E., P.E., Music, R.E.C.C., History, Geography, Visual Arts, Drama and I.T. to support the objectives of the Revised Primary Curriculum.

School begins at 9:00 a.m. and finishes at 2:40 p.m. (1:40 p.m. for Junior & Senior Infants). The school takes responsibility for children during this time. The school depends on the grants and teacher resources provided by the Department of Education and Science and on support from parents through fundraising activities. As a result we are obliged to respect this matter and operate within the regulations laid down by the Department. School policy must have regard to the resources and funding available.

Follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

While CETNS works within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998) and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly with reference to enrolment of children with a disability or other special educational need;
- 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 in society.

Decisions in relation to application for enrolment/admission are made by the Board of Management of the School in accordance with school policy.

Eligibility Criteria

All children are eligible to pre-enroll in CETNS.

There is no catchment area (no preference for people living in any area).

There is no sibling policy (no preference for children with siblings in the school).
There are no discretionary places available (no exceptions for anyone).

Important: For all new enrolments (received after January 1st 2005) all new Junior Infant children must be 4 yrs of age on or before 30th June starting into Junior Infants.

Procedure for Enrolment

Parents/Guardians can obtain Enrolment/Admission Forms from the Enrolment Officer Aedín Ní Thuathail by contacting the school either by phone or calling in the school or by filling out the online enrolment form.

Completed Enrolment/Admission Forms should be returned to:

Enrolment/Admissions Officer
CETNS
Beechpark Avenue
Castleknock
Dublin 15

On receipt of completed enrolment/admission forms:

1. The Enrolment Officer endorses each enrolment admissions form with an enrolment number. If more than one form is received on the same day they are ordered by post date on the envelope. According to the school policy CETNS is bound by the Department of Education and Science Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards. Junior Infants must be 4 yrs of age on or before 30th June of enrolment into Junior Infants.
2. Each child is placed on the list according to the enrolment admissions number. If parents have twins triplets the children will be put on the list one after the other.
3. One list is kept for Junior Infants and separate list for all other students.
4. No guarantee of places is given or implied by enrolment.
5. Children will be offered places strictly following the ranking of the enrolment numbers on the enrolment list: that is places will be allocated on a First Come-First Served basis.
6. The first round offer of places will be made by November for September of the following year. At this stage a special form titled Enrolment Admissions Acceptance Form will be provided requiring the requested information.
7. The Board of Management must be in receipt of written acceptance of an offer made within 14 days of the offer being made. The parents'/guardians' failure to respond within 14 days will result in their child's place on the enrolment list being forfeited.
8. Parents/Guardians enrolling Junior Infants may defer the child's place for one year, providing the child will be under six by September 30th of the year that he/she starts school. This means that the child will be placed on the list for the following year according to the original enrolment number. The option to defer applies to junior infants in mainstream classes only.

9. Except in exceptional circumstances, a Junior Infant who has not already been enrolled in another Junior Infant class, will be enrolled after September 30th. This means that Junior Infants who enroll after 30th September must have attended school previously.
10. Non-Junior Infants cannot defer a place which has been offered to them.
11. If a child leaves during the school year, his/her place may be offered to the next person on the list for the same class. This will be decided by the Board of Management in consultation with the Principal.
12. It is the sole responsibility of the parents to inform CETNS promptly of any change of address, telephone number or other relevant information/circumstances.
13. If the applications for enrolment/admission exceeds or is expected to exceed the number of spaces available the Board of Management must give regard to class size or staffing provisions, physical space and the health and welfare of children.
14. In relation to the enrolment/admission of children with special needs, CETNS will request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately.
 - a. The assessment report will assist CETNS in establishing the educational needs of the child and to profile the support services required.
 - b. If a child requires further resources not already available in the school e.g. (Visiting Teacher, Special Needs Assistant, specialised equipment or furniture, transport services) a request will be made to the Department of Education and Science to provide resources required to meet the needs of the child outlined in the report.
 - c. CETNS will meet the parents/guardians of the child and discuss the child's needs and the school's suitability or capacity in meeting these needs.
 - d. It may be necessary to defer certain enrolments/admissions pending:
 - The receipt of an assessment report and/or
 - The provision of appropriate resources by the Dept. of Ed. & Science.
15. Parents are encouraged to commence at CETNS in September. In exceptional circumstances (when a family moves house and the parents wish to transfer children to our school) children can be enrolled at other times if there are places available.
16. It is the policy of our school to communicate information concerning attendance and the child's educational progress to other schools if requested.
17. The school's Code of Behaviour and Anti-Bullying Policy is available in the school for inspection by parents/guardians. Children enrolled in CETNS are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as all other school policies on curriculum, organization and management. The Board of Management places parents/guardians responsible for ensuring their child(ren) co-operate with said policies in an age-appropriate way.

Note:

In accordance with the Department of Education and Science rules for National Schools, these policies may be added to and revised from time to time.

Enrolment Policy for Castleknock Educate Together National School for the Special Needs Unit

Core principles

Places in our Special Needs Unit are considered on a first-come, first-served basis from our pre-enrolment list. CETNS does not operate a catchment area.

The Special Needs Unit at CETNS caters for children of primary school going age i.e. 4-13 years.

Children must be 4 years old before they enter CETNS Special Needs Unit. No child should be older than 13 years during his or her last year in the school.

A range of teaching methodologies will be used in the Special Needs Unit. The methodologies employed will aim to optimally address the needs of all of the children in the Special Needs Unit. This will accord with the eclectic approach recommended by the Department of Education and Science.

Special Needs Unit Enrolment Advisory Board

Applications will be considered by the school's Special Needs Unit Enrolment Advisory Board. This board will consist of the school principal, the school deputy pre-enrolment officer, the secretary of the Special Needs Unit and a teacher from the Special Needs Unit. The Special Needs Unit Enrolment Advisory Board will advise the Board of Management on the placement of a child. The final decision as to the placement of a child in the Special Needs Unit lies with the Board of Management.

Assessment Criteria for Admission to our Special Needs Unit

This assessment may involve meeting the parents/guardians and child at the school.

A child will be deemed eligible for an offer of placement when all of the following criteria have been met:

1. A fully completed application form for enrolment has been submitted to the school by the parents/guardian.
2. A letter of acceptance from Beechpark Services has been received by the school.
3. The child has a diagnosis of a qualifying Autism Spectrum Disorder without significant intellectual impairment. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure.
4. A recent recommendation (within two years of the proposed admission date) must be provided by the above professional (point 3) indicating that a placement in a Special Needs Unit in a mainstream school is warranted.
5. If the child also presents with a general learning disability, it must fall within the mild range or above, (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.)
6. The school have in place, within the school staffing complement and school facilities and in terms of clinical services, the resources to meet the special education needs of the child.
7. The child is at least 4 years of age on or before 30th June prior to starting school.
8. The educational provision being given to the children currently in the Special Needs Unit program will not be detrimentally effected by the level of specialised intervention required for the new child.

The school reserves the right to refuse enrolment to any student where either:-

- 1) The student has special needs such that even with additional resources available from the Department of Education & Science and the Department of Health the school cannot meet such needs and/or provide the student with an appropriate education.
- 2) In the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or to school property.

Placement on Our Pre-enrolment List

The procedure followed in assigning a place on the pre-enrolment list is described in the general enrolment policy for the school, however, the option to defer applies to junior infants in mainstream classes only.

Offer of Placement

A child on our pre-enrolment list will be offered a place on a 'first come, first-served basis' in our Special Needs Unit if all of the assessment criteria described above are met. The procedure followed in offering places is described in the general enrolment policy for the school.

A child may be phased in gradually to the Special Needs Unit through a mutually agreed process between the school and the parents of the child.

The school reserves the right to review the child's progress after each year to determine whether this is indeed an appropriate school placement for the child.

If the school cannot meet the required needs of a child or if a child does not meet the above criteria for placement in our Special Needs Unit classes, the following actions will take place.

- (1) The school will notify, in writing, the parents/guardians of the rationale for the decision.
- (2) The school will notify, in writing, Beechpark Services, The National Educational Welfare Board and the National Council for Special Education, Department of Education of the decision and the requirements necessary for the school to meet the specified needs of the child.

Policy ratified at Board of Management meeting 19/06/2014.

Chairperson CETNS:

Billy Quane