



**TYRRELSTOWN EDUCATE TOGETHER
NATIONAL SCHOOL**

Phone: 01 - 8272172

Roll No: 20201V

Enrolment Policy

Status	Approved
Version	9.0
Reviewers	BOM, Principal TETNS, Deputy Principal TETNS
Purpose	To outline the enrolment policy of Tyrrelstown ETNS and SETANTA

Approved by	Michael Hayes (09/11/17)	Hugh Murphy (16/11/17)
	_____	_____
	(Principal)	(Chairperson)
Review Date	October 2018	

ENROLMENT

Tyrrelstown Educate Together National School is a Department of Education and Skills recognised and funded National School and is based in Tyrrelstown, Dublin 15. We follow the Department of Education Primary Schools Curriculum. Educate Together is our patron and our school policies reflects our ethos in that our school is co-educational, multi-denominational, child centred and democratically managed.

Application Procedure:

- a. Parents / guardians who wish to enrol their child must complete an **Application Form** which is available from the school office and on the school website. The school secretary, upon receipt of completed applications, will time and date the application and endorse each child with a unique sequential application number and issue a receipt.
- b. Pupils who wish to enrol for the 2018-19 school year may not be enrolled unless they are at least 4 years of age by the 31st of August 2018.
- c. Availability of spaces is determined by the Board of Management. Exceptional circumstances may, however, occur. See notes below.
- d. If offered a place the parent/ guardian must produce the child's original Birth Certificate (and/or certified English language version) and other documents as requested before the completion of the **Tyrrelstown ETNS Registration Form**. Parents must give an undertaking that their child will abide by the school's Code of Behaviour.
- e. Prior to starting school with us the child and parent / guardian will be afforded an opportunity to visit the school and view classrooms and facilities and meet with some members of staff.
- f. The new pupil will be registered as a pupil of Tyrrelstown E.T.N.S. on his/her first day of official attendance at our school.
- g. The Primary Curriculum is designed as an eight-year cycle. Enrolment into Junior Infant classes will take place up to the 30th September each year. Pupils will not be accepted after that date into Junior Infant classes, except on transfer from another school. This is to ensure the integrity of the eight-year primary cycle.

Enrolment Rules and Regulations

1. Parents/Guardians may obtain mainstream forms by contacting the school or from the school website.
2. The school secretary, upon receipt of completed applications, will time and date the application and endorse each individual child with a unique sequential waiting list number and issue a receipt. If received by post the post date on the envelope is taken as the completed application time and date.
3. The Resource Fee of €150 (covering books, trips, stationery and other materials) is payable on application to enrol. Should an offer of a place subsequently be refused by the parents/ guardians, this fee will be returned, less an administration fee of €50.
4. Separate lists will be kept for each year. Children will be ranked in waiting list number order on these lists.
5. Parents/ guardians should note that no priority is given to siblings and they should take steps to ensure that younger siblings are enrolled in good time.
6. **Children will be offered places strictly following the ranking of the waiting list numbers depending on the number of places available. Places will be allocated on a "first come first served" basis.**

A maximum class size of 30 pupils will operate throughout the school. This figure includes pupils in the autism units (Setanta) who may be integrated into mainstream classes. Therefore, the number of places available may vary annually, in order to accommodate appropriate placement of pupils from Setanta. From 2017, the maximum numbers are:

Junior Infants: 29, 29, 29 (there are 3 Junior Infant pupils in Setanta)

Senior Infants: 29, 30, 30 (there is 1 Senior Infant pupil in Setanta)

First Class: 29, 30, 30 (there is 1 First Class pupil in Setanta)

Second Class: 29, 30, 30 (there is 1 Second Class pupil in Setanta)

Third Class: 29, 29, 29 (there are 3 Third Class pupils in Setanta)

Fourth Class: 29, 29, 30 (there are 2 Fourth Class pupils in Setanta)

Fifth Class: 29, 30 (there is 1 Fifth Class pupil in Setanta)

Sixth Class: 31, 32*

***Sixth Classes had been over the maximum for a number of years. These classes are now full. This applies for 2017-18 only. From the beginning of the 2018 school year, Sixth Classes will also have a maximum of 30 pupils.**

No guarantees of places are implied by completion of an application form.

7. **It is the sole responsibility of parents / guardians to inform the school promptly of any change of address, telephone number or other relevant circumstances (e.g. being abroad). Failure to do so will result in a child's place on the waiting list, or an offer of a place, being forfeited by default.**
8. The first round of offers will be made by **1st February** annually. Parents/guardians have up to two weeks following an offer to register their child. Late offers may be made until all available places are filled. Children who receive a late offer of a place must accept or reject the offer on that day. If the school year commences and a pupil who accepted a place does not attend the first day - without prior notification to the school - the place will be forfeited and that place will immediately be offered to the next pupil on the waiting list. Parents/guardians may find out their child's position on the list by contacting the office. **Failure to accept an offered place and register within the allotted time will result in the child's place on the waiting list being forfeited. A completely new application with a new waiting list number is, however, possible subsequently.**
9. Parents/ guardians offered a Junior Infant place may defer the child's application (to Junior Infants again) for one school year, providing the child is under 6 by September 1st of the year that he/she starts school. This means that the child will be placed at the top of the Junior Infant list for the following year.

See NOTES 1 & 2 below.

Note 1: Exceptional Circumstances: The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where (1) the pupil has special needs such that, even with additional resources made available by the Department of Education, the school cannot meet such needs and/or provide the pupil with an appropriate education or (2) in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

Note 2: The parents / guardians of a child who has not successfully been offered a place may appeal that decision with the school, the patron body and/or the Department of Education. Section 29 of the Education Act 1998 allows parents/guardians to formally appeal to the Department of Education re schools refusal to admit a pupil. There is a 42 day time limit for submissions of appeal. It must be noted that enrolment is an on-going process and may continue up to and beyond 1st September annually.

Transfer from another school: Rules and Regulations

Applications for transfer from another school will be considered, **subject** to places being available in the relevant class(es), and having regard to existing waiting lists.

Applications for transfer **must** be made in writing. Pupils who apply to transfer will be placed on the waiting list in order of the date of application. If a place is available, they will be enrolled from the first day of the quarter following application.

Therefore, the applicable enrolment dates each year for pupils who are transferring from another school are:

1st October for applications made after 1st July,

1st January for applications made after 1st October

1st April for applications made after 1st January.

Waiting lists remain active until the end of the school year (30th June) for which application is made. If places become available in the relevant class during the course of the year, they will be offered to waiting list applicants in order of their dates of application.

Tyrrelstown Educate Together National School Enrolment Policy Addendum for the Autism Unit (SETANTA)

1. The Board of Management has delegated the School Deputy Principal to consider all applications to SETANTA. Places are considered on a first-come, first-served basis from our pre-enrolment waiting list.
2. Parents/ Guardians must contact the school with a view to making an application for a child to enrol in SETANTA.
3. SETANTA was set up as an Early Intervention Autism Unit. To be eligible to enrol, pupils must be three years of age or older but not have reached their seventh birthday.
4. On occasion, a pupil who is already enrolled in a mainstream class in the school may receive a diagnosis of autism which meets the DSM V criteria and a recommendation for placement in an ASD unit. In such cases, and where a place becomes available in SETANTA, they will have priority over pupils on the pre-enrolment waiting list.
5. It is likely that applications for SETANTA will outnumber places available and enrolment applications will be held in an application file. Applicants will remain on the waiting list until a place becomes available or until the child reaches their 7th birthday.
6. At the beginning of March each year, the Deputy Principal will contact parents by email to ascertain whether they wish their child to remain on the waiting list. This contact will be made to the email address which was given on application, or the most recent email address provided. It is the responsibility of parents/ guardians to respond to the email within five school days. Failure to do so will result in the child's name being removed from the waiting list.
7. SETANTA will endeavour to employ a range of teaching methodologies to optimally address the needs of all the children in SETANTA. This will correspond with the eclectic approach recommended by the Department of Education and Science.
8. The School Principal will consult with SETANTA personnel regarding the Assessment Criteria for admission to SETANTA. The Principal shall act in accordance with Board of Management policy and also report all applications and enrolments in SETANTA to the Board.

Assessment Criteria for admission to SETANTA

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

1. All applications will only be processed on the basis of a fully completed **Pre-Enrolment Waiting List Application Form** together with accompanying documents. It is the responsibility of the parents/guardians to submit all requested documents. Applicants can only be placed on the Pre-enrolment waiting list when all requested documents have been submitted.
2. Children who have a diagnosis of autism which meets the DSM V criteria and have a recommendation for an ASD unit, may be eligible to access this class. If the child also has a general learning disability, it must fall within the mild range, (as assessed by a professionally recognised clinical or educational psychologist).
3. They must have reached the age of three and not reached their seventh birthday.
4. If the child also presents with a general learning disability, it must fall within the mild range. This diagnosis must be made by a professionally recognised clinical or educational psychologist.
5. A recent recommendation (within two years of the proposed admission date) must be provided by the child's clinical psychologist indicating that a placement in a Special Needs Unit in a mainstream school is warranted.
6. Enrolment will be considered only if the educational provision being given to the children currently in the special needs unit will not be detrimentally affected by the level of specialised intervention required for the new child.
7. Where the child is already in an educational setting, a visit shall be arranged by Setanta personnel to that setting in order to observe the child and to discuss the child's needs with the staff.
8. In exceptional circumstances the school reserves the right to refuse enrolment to any pupil. Such an exceptional case could arise where (1) the pupil has special needs such that, even with additional resources made available by the Department of Education, the school cannot meet such needs and/or provide the pupil with an appropriate education or (2) in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

When **all** of the above criteria have been met, a meeting with the parents/ guardians and child will be arranged. The purpose of this meeting will be to assess whether the child's needs can best be met in Setanta.

Offer of Placement in Setanta

A child on our **Pre-Enrolment Waiting List** will be offered a place on a first-come first-served basis, if all the assessment criteria described above are met.

A child **will** be introduced gradually to SETANTA through a phased process. The timetable for this process will be adjusted in line with the best interests of the child.

Note: 1. Shortly after accepting a place in SETANTA, wherever possible, a 'Case Conference' shall occur involving the parents/guardians, relevant school staff, the SENO and other appropriate professionals to ensure that the school is the most appropriate environment for the child and that the appropriate resources are allocated to the school to facilitate the education of the child.

Note: 2. The school reserves the right to review the child's progress at regular intervals to determine whether this is indeed an appropriate school placement for the child. It is also hoped and envisaged that integration with mainstream pupils and classes would occur wherever this is feasible.

Moving on from the ASD unit

Our ASD unit (Setanta) runs parallel to mainstream school. This means that each child can spend up to eight years in the ASD class (plus their time in early intervention). As mainstream schooling must start by 6 years of age, the parallel provision in Setanta will also commence, at the latest, when the child is 6.

Discharge from the unit will happen if the child is fully integrated into the mainstream school or if the board of management deem that the placement is not appropriate.

As the child's time in Tyrrelstown ETNS progresses, parents should consider the post-primary options available for their children. It is the responsibility of the parents to negotiate the placement with the post-primary school. However, Tyrrelstown ETNS will facilitate all transfer of records/reports as well as assist with any information required with regard to the pupil.

1. DOCUMENT HISTORY

Version	Description
V 1.0	Approved and agreed by TETNS Board of Management 1 st Sept. 2005
V 2.0	Approved and agreed by TETNS Board of Management 17 th Nov. 2010
V 2.1	Editing to provide uniform look and feel to all policies
V 3.0	Agreed and approved by TETNS Board of Management 29 th Aug. 2011
V 3.1	Revised on the Oct 2011 to include enrolment for SETANTA
V 3.2	Reviewed by B.O.M and updates made Nov. 2011
V 4.0	Approved and agreed by TETNS Board of Management 16 th Nov. 2011
V 5.0	Updated assessment criteria for SETANTA which was approved and agreed by TETNS Board of Management 31 st Jan. 2012
V 6.0	Reviewed and updated by B.O.M on 23 rd September 2014
V 7.0	Setanta Addendum Reviewed and updated by B.O.M on 22 nd October 2014
V 8.0	Reviewed and updated by B.O.M on 23 rd February 2015
V 9.0	Reviewed and updated by B.O.M on 16 th November 2017