



# Midleton Educate Together N.S.

"Learn Together to Live Together"

## Pre-Enrollment Rules:

1. Parents/Guardians can obtain pre-enrollment forms by contacting the pre-enrollment officer/school or online ([www.MidletonET.com](http://www.MidletonET.com))
2. The Pre-Enrollment officer upon receipt of completed applications endorses each pre-enrollment with a unique, sequential pre-enrollment number. If more than one form is received on the same day, they are ordered by post date on the envelope. If the post date is the same, they are put in alphabetical order. The same rule applies to forms received via online forms, IE Date stamp of pre-enrollment form, followed by alphabetical order
3. Each child will be placed on the list according to the pre-enrollment number. If parents have twins/triplets, the children will be put on the list one after the other.
4. Junior Infants are entitled to start on the school if they are 4 years old on or before **30th June in the year they are due to start school**. Parents can choose to pre-enrol their child for that year or for the following year when he/she would be 5 years old.
5. Class lists will be kept for each year. Children will be ranked in pre-enrollment number order on these lists e.g. Junior Infants - 6th Class
6. No guarantees of place are given or implied by pre-enrollment
7. Children will be offered places strictly following the ranking of the pre-enrollment numbers on the pre-enrollment list. **Places will be allocated on a 'First come' First served' basis on a per class basis**
8. Parents/Guardians must respond in writing to confirm an offered place for their child within 14 days of that offer being made. Failure to respond within 14 days will result in their child's place on the pre-enrollment list being forfeited.
9. Parents/Guardians pre-enrolling Junior Infants may defer the child's place for one year, providing the child will be under 6 years of age by the 1st of September 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 pre-enrollment number. This does not guarantee an offer of a place as places will be allocated strictly following the ranking of the pre-enrollment numbers on the pre-enrollment list.
10. Junior Infants, who have taken up an offer in the school, and defer after the school year has started, will be treated as if the deferral had taken place before actual enrollment. Junior Infants' actual enrollment may be deferred for a maximum of one year. Placement order in following year's pre-enrollment list will be in accordance with original pre-enrollment number (i.e. as if that had originally pre-enrolled for the deferred year)
11. Where there is excess demand for the school places, and a child is not offered a place, the parent should speak to the school regarding enrolling the child for the following year. It is important to note that this does not happen automatically, nor does it guarantee a place being offered.
12. If a child leaves during the school year, his/her place may be back filled. The place may be offered to the next person on the list for the same class. If there is no child on the list for the same class who wishes to take up the offer, the place may be offered to a child on the list for a different class. This will be decided in conjunction with the principal and the board of management.
13. It is the sole responsibility of the parent/guardians to inform the pre-enrollment officer promptly of any changes of address, telephone number or other relevant circumstances.