



## Enrolment

Application for enrolment to Junior Infant classes and all other classes are usually made online when prospective parents can fill in a pre-enrolment form. These pre-enrolments are stored on a database.

By enrolling online you are in line with our GDPR and Data Protection Policies and approve for your data to be stored by the school. Separate and related policies are available on the school's website for your information.

The school depends on grants and teacher resources provided by the Department of Education and Skills and operates within the rules and regulations laid down from time to time by the Department of Education and Science. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. The Midleton Educate Together National School follows the curricular programmes laid down 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).

Within the context and parameters of Department of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of Midleton Educate Together National School supports the principles of: -

- Multi-denominational i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- Co-educational and committed to encouraging all children to explore their full range of abilities and opportunities,
- Child centred in their approach to education
- Democratically run with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers
- *inclusiveness*, particularly with reference to the 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 and
- *respect for the diversity* of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to Midleton Educate Together National School for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

## **Procedures**

As a general principal and insofar as practicable having regard to the enrolment policy of Midleton Educate Together National School children will be enrolled on application provided there is space available.

Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. Children may be admitted to a Junior Infant Class during the school year provided they are transferring from another school or have moved into the country.

### *Application Procedure*

The Board of Management has determined that the enrolment officer / school principal will accept written applications and /or online applications for enrolment in Junior Infants and subsequent classes up to 31 March of the school year prior to enrolment in order for the school to prepare for the following September in an organised way . Each January and February the school principal will communicate generally to the school community through letters, e-mails and any other appropriate media that applications are being accepted up to 31 March.

New families that have moved into the area post 31<sup>st</sup> of March or any late enrolments will be dealt as individual cases.

## **Provision of Key Information by Parents**

Applications will only be accepted on the basis of a fully completed Pupils Information Record. This form must be accompanied by a copy of Birth Certificate.

## **Decision Making**

The Board of Management makes decisions relating to enrolment in accordance with school policy and the following criteria:

### **Existing Criteria/Process**

- Children must be 4 Years of age by June 30th of the year they wish to join Junior Infants.
- Receipt of a valid pre-enrolment, via online, post or open day does not guarantee that a place will be offered to your child. (Up to and including the 2023 intake only)
- It is the prospective parents' responsibility to inform Midleton ETNS of any changes to their address, telephone number, or any other relevant circumstances. The school cannot be held responsible if a family does not communicate with the school with updated information.
- Once an offer of a place in the school has been made, prospective parents have 14 days to confirm their acceptance. After the 14 days, any place offerings not accepted will be forfeited. The school does not have the resources to chase / follow up unreturned / unanswered offers.
- Places are offered on a strict 'first come first served basis' only except when a sibling is currently enrolled. Upon enrolment of the first sibling the prospective parents will be encouraged to pre-enrol subsequent siblings as soon as possible. In line with the Admissions Act 2018 the 'first come first served' criteria will cease from September 2023. Parents seeking to enrol a child for the 2024 intake onwards will be asked to complete enrolment procedure in line with Department of Education and Skills guidance once this is made available through the Patron.

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting.

In the application of these criteria the Board of Management reserves the right to make exceptions on a case by case basis.

In determining enrolment, the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years. Midleton Educate Together would prefer and promote that each Junior Infant avail of the two free preschool years available. Midleton Educate Together National School prefer that a prospective Junior Infant be 4 years of age by the 30<sup>th</sup> of June on the year of enrolment.

### **Appeals Procedure**

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

### **Enrolment of Pupils with Special Needs**

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of any relevant medical or psychological reports as are available. The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support within the resources available in school.

Following receipt of such a report the Board of Management shall assess how Midleton Educate Together National School can meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Skills to provide the required resources. These may include any combination of the following visiting teacher service, additional supports from the school's Special Educational Needs Team, special needs assistant, specialised equipment or furniture, transport or other services.

The school principal and or SET Coordinator/Deputy Principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of Midleton Educate Together School to meet those needs. This meeting will be organised as soon as confirmation of

enrolment place for the pupils has been made. If necessary, a full case conference may be called which may include parents, principal, class teacher, special class teacher and SET Coordinator.

#### **Enrolment to a Special Class for children with Autism.**

The school has a separate enrolment policy for pupils with Autism. Further information can be sought by contacting the school.

#### **Transfer of Pupils**

Pupils may transfer to the school at any time subject to school policy, available space, and the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Science.

The NCSE SET Model does not guarantee a transfer or resources. The SET model gives schools a two year allocation of resources. An appeal process can be utilised but there are no guarantee of a successful appeal and relevant resources. This information will be offered to families upon enrolment if a SEN need is distinguished.

#### **Code of Behaviour**

Children enrolled in Midleton Educate Together National School are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

Ratified by the Board of Management: 26/02/2019



**MIDLETON**  
EDUCATE TOGETHER NATIONAL SCHOOL  
**Pupils Information Record**

Name: \_\_\_\_\_ Child's Nationality: \_\_\_\_\_

Child's Religion: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Please enclose a copy of Birth Certificate for records)

PPS Number: \_\_\_\_\_

Name of Parents / Guardians: Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Parents Occupation: Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Emergency Contact: (Please give 2)

Who? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Who? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number in Family: \_\_\_\_\_ Number of Siblings: \_\_\_\_\_

Pre-School attended: \_\_\_\_\_

For how long? \_\_\_\_\_

Contact for Pre-school \_\_\_\_\_

Other Schools Attended: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Name of General Practitioner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Any relevant Medical History e.g. Asthma

\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_

Has your child been referred to any agencies e.g. Speech and Language? If so please give details and return a copy of any report that might be relevant if you have not already done so.

\_\_\_\_\_  
\_\_\_\_\_

Child's First Language: \_\_\_\_\_

Child's Second Language: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_