



Knocknacarra Educate Together  
National School

# Enrolment Policy

*This policy has been formulated by Knocknacarra ETNS to assist parents in making an informed decision in relation to child enrolment and to comply with legislation and Department of Education and Skills circulars.*

## Contents

|                                                                                     |   |
|-------------------------------------------------------------------------------------|---|
| School Details.....                                                                 | 1 |
| General Information: .....                                                          | 1 |
| Eligibility Criteria:.....                                                          | 1 |
| Admissions Procedures:.....                                                         | 1 |
| Enrolment of Children with Special Educational Needs into Mainstream Classes: ..... | 3 |
| Code of Behaviour:.....                                                             | 3 |
| Failure to Secure a Place: .....                                                    | 3 |
| Additional Information:.....                                                        | 4 |
| Data Protection: .....                                                              | 4 |
| Contacts: .....                                                                     | 4 |
| Ratification and Review:.....                                                       | 4 |

### **School Details:**

Name: Knocknacarra Educate Together National School  
Address: Brooklawn House, Galway West Business Park, Western Distributor Road, Galway

Telephone: 091 573023  
Email: matt@ketns.ie  
Website: [www.ketns.ie](http://www.ketns.ie)  
Roll Number: 20410H  
Principal: Matt Wallen

The school day starts at 8.50 and finishes at 13.30 for Junior and Senior Infants, and from 8.50 until 14.30 for all other classes.

### **General Information:**

This policy has been set out in accordance with the provisions of the Education Act 1998 and provides for equality of access and participation in the school for all children in our society whatever their social, religious, cultural and racial background and whether or not they have a disability or special educational needs.

Knocknacarra Educate Together NS is under the patronage of Educate Together. Parents/ Guardians are advised to familiarize themselves with the Educate Together ethos prior to enrolling their child in the school.

The school caters for (children in Junior Infants initially and will take in a new group of junior infants annually as the previous children move to the next class level). It is a developing school and is co-educational and multi-denominational. Knocknacarra ETNS is a national school and as such operates in accordance within the Rules for National Schools and is dependent on such grants and teachers' resources as are provided by the DES. All school policies must have regard to the resources and funding provided.

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

### **Eligibility Criteria:**

Under the Education Act 1998, a child may not be allowed to attend or be enrolled in a primary school before the 4<sup>th</sup> anniversary of his/her birth. In Knocknacarra ETNS children must be 4 years old on or before 1<sup>st</sup> June of the year of admission into Junior Infant classes.

**All places in mainstream classes are allocated on a first come, first served basis.**

In determining admissions the Board of Management shall take account of Department of Education and Skills regulations in relation to staffing, class size and class average. The Board of Management shall also have regard to issues such as physical space, multi- grade classes, and the presence of children with special educational and/or behavioural needs.

### **Admissions Procedures:**

1. Parents/Guardians wishing to apply for a place for their child must complete an online pre-enrolment form available at <http://www.ketns.ie/pre-enrolment/>. This form requires the parent to give the school certain information regarding their child. A copy of the pre-enrolment details will be sent to the email address provided on the online pre-enrolment form.

## Enrolment Policy – Knocknacarra Educate Together – 2017

2. On receipt of a completed pre-enrolment form a pre-enrolment number will be allocated to each applicant. If more than one application form is received on a particular day then these numbers are awarded according to the time the application is received.
3. Each child will be placed on the list according to the pre-enrolment number. If parents have twins, triplets, etc. then the children will be put on the list one after the other in alphabetical order of the child's first name.
4. Separate lists will be kept for each year, one for the incoming Junior Infants and others for established classes. Children will be listed in order of pre-enrolment number.
5. No guarantees of places will be given or implied by pre-enrolment.
6. Children will, as a rule, only be admitted into 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.
  - 6.1. Children will be offered places strictly by order of pre-enrolment number on the pre-enrolment list. (No priority is given to siblings or discretionary places).
  - 6.2. Fostered or adopted children will be placed on the pre-enrolment list in accordance with their birth date. Their place on the pre-enrolment list will depend on the time elapsed between placement of the child with the family and the enrolment date. For example, a child placed with the family at age two but placed on the enrolment list at age three will be treated as a child enrolled at age one. Confirmation from the relevant agency of the date of placement of a child with the family will need to be provided with the enrolment form. A pre-enrolment number will be provided which is relevant to the child's place on the list. It is the parents' responsibility to inform the school of this at the time of pre-enrolment (not when offers are being made).
7. Letters of offer will be sent starting in January of the year for which the child is pre-enrolled. Parents/Guardians must confirm an offered place by returning the completed acceptance form within 10 days. Failure to respond within 10 days will result in the place being forfeited.
8. On acceptance of a place, a copy of the child's birth certificate should be provided to the school.
9. Parents/ Guardians of Junior Infants may defer the child's place for one year, providing the child is under the age of six on the first of September of the year in which he/she starts school. This means that the child will be placed on the list for the following year according to the original pre-enrolment number. Deferral does not guarantee a place the following year. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.
10. If a place is not offered during the school year for which a place is sought and parents wish their child's name to be put on the pre-enrolment list for the following year (either for Junior Infants or for another class) they must inform the school by the 30<sup>th</sup> September (i.e. if a place was not offered for 2015 the school must be informed by 30<sup>th</sup> September 2015 that the parents would like their child to be added to the 2016 pre-enrolment list). By doing this the child will be placed on the list for the following year according to their original pre-enrolment number. It is the responsibility of the parent/guardian to make such a request in writing; otherwise the application will be removed from the pre-enrolment list.
11. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.

### **Enrolment of Children with Special Educational Needs into Mainstream Classes:**

Where it is apparent that a child has a disability or other special educational needs, the school may require that these needs be assessed prior to admission in order to enable the school to make suitable advance preparations for the admission of the student and, if necessary, to seek additional resources.

The school will use the funding provided to it by the Department of Education and Skills to make reasonable provision and accommodation for students with a disability or other special educational needs, including, where necessary, alteration of buildings and provision of appropriate equipment.

Knocknacarra ETNS endeavours at all times to practice the school policy of inclusion and welcomes applications from children with special educational needs. Such applications are subject to the enrolment principles outlined above. In order to assist the school in establishing the educational and physical needs of the child relevant to his/her ability or special needs, and to profile the support services required, the school requests that the parent/guardian of the child:

- Informs the school of any special needs as early as possible in the pre-enrolment/ enrolment process.
- Ensures that copies of the child's medical and /or psychological report(s) are provided to Knocknacarra ETNS.

Where such a report is not available, a request should be made that the child would be assessed immediately. Following receipt of the report the Board of Management will assess how the school can meet the needs specified therein. Where the Board deems that further resources are required, it will, prior to enrolment, request the DES and/or the HSE provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

The Principal may, in conjunction with the Special Educational Needs Organiser (SENO) or DES inspector, meet with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

Applications for admission in respect of a child with a disability or other special educational needs will be refused where the nature of the child's needs are such that they would make impossible, or have a seriously detrimental effect on, the provision of education by the school to other children.

### **Code of Behaviour:**

Children enrolled in Knocknacarra ETNS 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.

Parents of children who accept a place will be supplied with a copy of the school's code of behaviour. Admission of a child to the school is conditional upon the child's parent(s) confirming in writing that the code of behaviour so provided is acceptable to them, and that they shall make all reasonable efforts to ensure compliance with this code by the child.

### **Failure to Secure a Place:**

Parents may appeal a refusal of admission to the school to the Secretary General of the Department of Education and Skills.

For further information, contact:

Section 29 Appeals Unit

## Enrolment Policy – Knocknacarra Educate Together – 2017

Department of Education and Skills  
Friars Mill Road  
Mullingar  
Co. Westmeath  
T | (044) 9337008  
E | [www.education.ie](http://www.education.ie)

Parent who are experiencing difficulty in securing a place for their child should contact the National Educational Welfare Board to seek the assistance of their local Educational Welfare Officer: [www.newb.ie](http://www.newb.ie) | [info@newb.ie](mailto:info@newb.ie) | 01 873 8700

### **Additional Information:**

Knocknacarra ETNS endeavours to provide the highest standards of care for its pupils. In order to achieve this objective successfully, it is vital that the school be informed of any relevant situation regarding health, bereavement, domestic circumstances, etc. Any such information shall be treated in strictest confidence.

### **Data Protection:**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 and 2003. Information obtained for the purposes of allocating places in the school to applicant children will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up-to-date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the deadline for receipt of application forms (as opposed to registration) forms. A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

### **Contacts:**

Please refer all admission-related queries to Matt Wallen, principal, using the school contact details found on the school website.

### **Ratification and Review:**

This policy was reviewed by the Board of Management on the date below. It is scheduled for review by the Board of Management before 31<sup>st</sup> December 2019. Educate Together, as patron, approved the manner of this policy's publication on the 13<sup>th</sup> day of April 2015 and accepted the revised policy.

The Board of Management reserves the right to alter this policy, subject to its statutory obligations, including its obligations to Educate Together as patron. Should the policy be altered, applicant parents will be advised via an email providing a link to the revised policy on the school website. All alterations will come into effect 30 days after the date of notification.

---

Louise Shields, Chairperson

---

Date of ratification: 18<sup>th</sup> January 2017