

# **Leixlip Educate Together National School**

**Roll Number 20526D**

C/O Leixlip Amenity Centre  
Collinstown, Leixlip,  
Co.Kildare

## **Admission Policy**

December 2019

This policy has been formulated by Leixlip 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.

Name: **Leixlip Educate Together National School** Address: Leixlip  
Amenity Centre, Collinstown, Leixlip, Co.Kildare Telephone: 086  
8368959 Email: leixlipetnsoffice@gmail.com **Roll Number: 20526D**  
Principal: Mary McDowell

## Introduction

The enrolment policy of **Leixlip Educate Together National School (The School)** has been devised in accordance with the provisions of the Education (Admission to Schools) Act 2018 as commenced. Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation and directives of the school's Patron.

The core value that determines enrolment of pupils in **Leixlip ETNS** in accordance with this enrolment policy, is equality of access and participation in the school for all children in our society whatever their social, religious, cultural or racial background and/or whether or not they have a disability or special educational needs.

In this policy, reference to parents is to be taken as including reference to guardians, reference to child is to be taken to include a child who has been adopted or fostered and reference to siblings is to be taken as including reference to step siblings and foster siblings.

## School Details

**Leixlip ETNS** operates with the patronage of Educate Together. Parents/Guardians/Carers are advised to familiarise themselves with the Educate Together ethos prior to applying to enrol their child in the school.

**Leixlip ETNS** is a co-educational National School and is equality based. It operates in accordance with relevant legislation, the Rules for National Schools and statutory regulations/directions/circulars issued from time to time by the Department of Education & Skills (**DES**) and its Patron. It is dependent on grants, teaching and other resources provided by the DES, the National Council for Special Education (**NCSE**) and the Health Service Executive (HSE).

**Leixlip ETNS is a developing school** that opened in 2019 with one class of Junior Infants. We are expanding on a yearly basis and will be a full single stream school from Junior Infants to 6<sup>th</sup> Class when we reach capacity.

**Leixlip ETNS** follows the Curriculum prescribed by the DES and the Patron in accordance with the Education Act.

## General Information

The school day starts at 8:40am, and finishes at 1:20pm for Junior & Senior Infants, & 2:20pm for 1<sup>st</sup> to 6<sup>th</sup> class.

In determining the level of admissions, the Board of Management (**BoM**) shall take account of DES regulations/circulars in relation to staffing, class size and pupil teacher ratios. The BoM 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.

## Eligibility Criteria

Under the Rules for National Schools, a child may not be allowed to attend or be enrolled in a national school before the fourth anniversary of his/her birth.

In **Leixlip ETNS**, in order to be enrolled, an applicant must be four years of age on or before **June 30th** preceding the September in respect of which the application for enrolment into junior infants relates.

## Enrolment Application Procedure for Junior Infants (For 2020 See Appendix 1)

Application forms will be accepted by the School between the opening and closing dates for the annual admission process.

It should be noted that the submission of an application form(s) does not confer a right to enrolment.

The official application form should be used. A link to this form can be found on the school website here: <https://leixlipetns.ie/admissions/>

A separate form must be used in respect of each child's application for enrolment.

Incomplete applications **will not be considered**.

**NB:** A copy of the applicant's original birth certificate, proof of residence (1 utility bill) and additional information will be required to complete the acceptance process.

Failure to submit the birth certificate and/or proof of address when requested will mean that the application is considered incomplete and will not be considered. Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab-initio

and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list. In such circumstances the offer of a place will not be made even where a place for that number on the waiting list becomes available.

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. Places will be offered in the first instance to children living in the catchment area.

If the application for enrolment is successful and the place has been accepted as outlined in the annual admission process, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Offers of places may not be deferred. It should be noted that the acceptance of an offer of a place in the school is subject to the right of the school to refuse to enrol and/or to rescind an offer to enrol in certain exceptional circumstances as provided for below in this policy.

Applicants in respect of whom a fully completed application form has been submitted who are not successful in securing a place, will be placed on a waiting list. The waiting list will expire on 30 September of the year for which the application was made.

It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.

## Categories used to prioritise applications for enrolment

The categories below, which are listed in order of priority, are used to determine the priority order given to applications received during the annual process when the number of applications received outnumber the number of places available.

In the event of the number of applicants in Priority Categories 1, 2 & 3 outnumbering the remaining available places, a Lottery will be used to determine the order that these places will be offered. The BOM will determine procedures for the conduct of this Lottery.

If an applicant falls into a number of priority categories listed hereunder, s/he will be included in the priority category which affords her/him the highest priority.

**Priority Category 1:** Priority 1 will be given to applicant students who are siblings of children already enrolled in the school.

**Priority Category 2:** Other applicants living in the catchment area for whom a complete application is submitted on time. Catchment area is viewable in Appendix 2.

**Priority Category 3:**

All other applicants.

All completed application forms must be exhausted before late applications will be considered. Late applications will be processed on a first come first served basis until all places are filled up to 30 September.

## **Refusal to Enrol or Rescinding of Offer to Enrol**

The school reserves the right to refuse enrolment or to rescind an offer of enrolment to an applicant in any of the following :- 1. In exceptional circumstances, the BoM may refuse to enrol an applicant or rescind an

offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.

2. The BoM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.

3. The terms of this enrolment policy are not complied with.

Parents of applicants so refused will be advised of their right to appeal the BoM's decision as outlined below.

## **Appeal Procedure**

Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be located on [www.education.ie](http://www.education.ie). This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

## **Enrolment Procedure To Classes Other Than Junior Infants**

The same general principles of fairness and equality will apply to the enrolment of pupils transferring from another school at the start of the school year. Children will be assigned to a class most appropriate to their age

Applications for transfer from another primary school should be made in writing to the principal requesting a transfer application form before 1<sup>st</sup> May of the year preceding September entry. It should be noted that the submission of a transfer application form(s) does not confer a right to enrolment. Incomplete applications will not be considered.

The parents of children requesting a transfer from another primary school will be supplied with the school's admissions policy and are required to:

1. Agree to their current/past Principal being contacted to discuss the particular circumstances of the transfer application and current needs of the child.
2. Provide copies of school reports from the previous school.
3. Provide copies of any Psychological, Medical assessments relating to the child and their educational needs.
4. Be willing to accept the school ethos, Code of Positive Behaviour, and other policies including the dress code.

## **Categories used to prioritise applications for enrolment**

The categories below, which are listed in order of priority, are used to determine the priority order given to applications received during the annual process when the number of applications received outnumbers the number of places available in a class group.

In the event of the number of applicants in Priority Categories 1, 2 & 3 outnumbering the remaining available places, a Lottery will be used to determine the order that these places will be offered. The BOM will determine procedures for the conduct of this Lottery.

If an applicant falls into a number of priority categories listed hereunder, s/he will be included in the priority category which affords her/him the highest priority.

**Priority Category 1:** Priority 1 will be given to applicant students who are siblings of children already enrolled in the school.

**Priority Category 2:**

Other applicants living in the catchment area for whom a complete application is submitted on time. Catchment area is viewable in Appendix 2.

**Priority Category 3:**

All other applicants.

All completed application forms must be exhausted before late applications will be considered. Late applications will be processed on a first come first served basis until all places are filled up to 30 September.

## **Refusing an Application to Transfer**

A transfer application may be refused for any of the following reasons:

1. That no space/accommodation exists in the class group.
2. The Board of Management reserves the right, in exceptional circumstances, not to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
3. The Board of Management also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
4. The terms of the Admissions Policy are not complied with.

## **Transfers to Other Classes in Leixlip ETNS – During School Year**

The same general principles of fairness and equality will apply to the acceptance of pupils transferring from another school.

Where a waiting list for places into any given class exists, places will be offered on a first-come-first-serve basis for that class.

Applications for transfer from another primary school should be made in writing to the principal requesting a transfer application form. It should be noted that the submission of an application form(s) does not confer a right to enrolment.

The parents of children requesting a transfer from another primary school will be supplied with the school's admissions policy and are required to:

1. Agree to their current/past Principal being contacted to discuss the particular circumstances of the transfer application and current needs of the child.
2. Provide copies of school reports from the previous school.
3. Provide copies of any Psychological, Medical assessments relating to the child and their educational needs.
4. Be willing to accept the school ethos, Code of Positive Behaviour, and other policies including the dress code.

## **Refusing an Application to Transfer**

A transfer application may be refused for any of the following reasons:

1. That no space/accommodation exists in the class group.
2. The Board of Management reserves the right, in exceptional circumstances, not to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the



school cannot meet such needs and/or provide the applicant with an appropriate education.

3. The Board of Management also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
4. The terms of the Admissions Policy are not complied with.

## **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.

Leixlip 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 enrolment process.

- Ensures that copies of the child's medical and /or psychological report(s) are provided to Leixlip 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/ Manager will assess how the school can meet the needs specified therein. Where the Board/ Manager deems that further resources are required, it will, prior to the child starting in the school, 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.

## **Code of Behaviour**

Pupils enrolled in **Leixlip ETNS** are required to co-operate with the school's Code of Positive Behaviour and other policies on curriculum, organisation and management. Parents are responsible for ensuring that their children co-operate with these policies.

**Data Protection** The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). 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.

**Ratification and Review** The board of management/school manager 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 who are affected by the alteration will be advised in writing and will be supplied with an amended policy. All alterations will come into effect 30 days after the date of notification.

**Contacts** Please refer all admission-related queries to <mailto:leixlipetnsoffice@gmail.com>.

This policy was approved by School Manager on the 10<sup>th</sup> December 2019. It is scheduled for review in November 2020. Educate Together, as patron, approved the manner of this policy's publication on the 11<sup>th</sup> December 2019.

## Appendix 1 – Junior Infant Admissions Procedure 2020

1. Parents/Guardians wishing to apply for a place for their child in Junior Infants 2020 must complete the online application form.

- Enrolment forms will be available on the school website from **Monday 16<sup>th</sup> December 2019** at <https://leixlipetns.ie/admissions/>
- This form requires the parent to give the school certain information regarding their child. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts).
- A separate form must be used in respect of each child's application for enrolment.

1. The closing date for completed application forms will be midnight on **Friday 24<sup>th</sup> January 2020**.

2. Offers of places will be made **by post** from **Monday 3<sup>rd</sup> February 2020**.

Places will be offered in order of priority i.e. Priority 1, Priority 2, Priority 3 etc. The **Leixlip ETNS Registration Form** will be sent with the offer of place.

3. Parents of applicants who have been offered a place must **return an enrolment acceptance form, and if taking up the offer of the place, a fully completed Registration Form, within 14 working days of the offer being made**. Failure to do so will result in the place being forfeited and reallocated.

**Please ensure to check your email as all future related correspondence will be conducted electronically.**

4. Incomplete applications will not be considered. A copy of the applicant's original birth certificate, proof of residence (1 utility bill) and additional completed Registration Form will be required to complete the acceptance process.

5. Anyone applying after Friday 24<sup>th</sup> January 2020 will be placed on the waiting list, and offered a place only after the 3 priority categories have been offered places.

6. Failure to respond to the offer of a place, by submitting the school registration form, copy of birth certificate, and copy of utility bill, when requested will mean that the application is considered incomplete and will not be considered. Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list. In such circumstances the offer

of a place will not be made even where a place for that number on the waiting list becomes available.

7. Children will, as a rule, only be admitted into Junior Infant classes during the month of September. For transfers, see school Transfer Process.
8. If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate. Offers of places may not be deferred.
9. Applicants in respect of whom a fully completed application form has been submitted who are not successful in securing a place, will be placed on a waiting list. The waiting list will expire on 30 September of the year for which the application was made.
10. It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number, email or other relevant circumstances.

## **Appendix 2 – Leixlip ETNS Catchment Area**

### **Leixlip**

#### **Legend**

**Dunboyne** Leixlip School Planning Area

Adjacent School Planning Area

**Maynooth**

**Leixlip**

**Celbridge** **Lucan**

0 1.25

2.5 5 Kilometres