



# Monkstown Educate Together National School Enrolment Policy & Procedures

This policy is published by the Board of Management pursuant to Section 15(d) of the Education Act, 1998, and sets out the procedures governing admission of children to Monkstown Educate Together National School (METNS).

This policy sets out the enrolment policy effective June 1<sup>st</sup>, 2018 until further notice, and supersedes any previous policies.

## General Information

METNS operates under the patronage of the Dalkey School Project. A company limited by guarantee, that is also a member of Educate Together. METNS is a National School and adheres to the regulations and programmes set down by the Department of Education and Skills (DES).

METNS embraces the Educate Together Ethos which has the following core principles; an Educate Together School is:

- **Child Centred**
- **Equality Based**
- **Co-Educational**
- **Democratically Run**

METNS operates two classes in each year.

METNS does not have a defined catchment area. Places are offered to children based on the criteria outlined in this document until classes are deemed by the Board of Management to be full. The Board's decision as to what constitutes a full class for any year depends on a range of factors including, but not limited to:

- Optimal pupil/teacher ratios
- Quality of education
- Specific educational needs of pupils
- Health and safety
- Available resources
- DES guidelines

This Enrolment Policy endeavours to provide for equality of access and participation in METNS for all children in society - whatever their social, religious, cultural or racial background and whether or not they have a disability or other special educational need.



## METNS Enrolment Policy

The Board of Management is responsible for enrolment. The enrolment policy will be reviewed every two years and/or as necessary.

METNS receives many more applications than it can accommodate. This means parents/guardians are required to place their child's name on a **Pre-Enrolment list (PEL)**.

Parents/guardians seeking to enrol their child in METNS should submit a completed PEL Application Form as soon as possible after the child is born, adopted or fostered.

These forms are available from the school which is located in the IADT Campus, Kill Avenue, Dun Laoghaire, Co. Dublin, and on the school's website; [www.metns.ie](http://www.metns.ie)

In June 2011, amendments to the Enrolment Policy were approved by the Board of Management and ratified by the Patron. These amendments had an **effective date of September 1<sup>st</sup>, 2011**.

The key amendments were:

- that siblings of children who are currently pupils in the school will be given preference if placed on the Pre-Enrolment List (PEL) within 1 year of their birth. Prioritisation of siblings will only apply to the Junior Infant intake.
- that in the case of an adopted child or child in long term foster care, the PEL Application Date will be backdated by adding to their birth date the interval of time between placement with their existing family and the date their application for pre-enrolment is received by the school; and
- that preference would be given to applicants who are 4 years of age on or before 30th June in their year of admission.

In May, 2017 the Enrolment Policy was reviewed, and further amendments were approved by the Board of Management and ratified by the Patron. These amendments have an **effective date of June 1<sup>st</sup>, 2017**.

The key amendment is that preference will now be given to applicants who are 4 years of age on or before **31<sup>st</sup> May** in their year of admission.

In February, 2018, the Enrolment Policy was reviewed, and a further amendment was approved by the Board of Management and ratified by the Patron. This amendment has an effective date of 1<sup>st</sup> June, 2018.



The amendment is that applicant children of staff members of Monkstown Educate Together National School, will be treated equally to applicant siblings, if they meet the criteria as outlined.

This Enrolment Policy should be read in conjunction with METNS' other policies available on its website, or on application to METNS, and in particular the METNS' Positive Behaviour Policy.

By accepting a place(s) in METNS it is accepted that you are agreeing to adhere to all the policies of the school.

## Enrolment Procedures

Outlined below are the key steps to a child being enrolled in METNS for Junior Infants. For enrolment to the school for other classes please see section **Enrolment in Classes Other Than Junior Infants** later in this document.

1. **Pre-Enrolment List Application Form** - Parents/guardians wishing to apply for a place for their child in METNS should complete and return a Pre-Enrolment List Application Form. These forms are available from METNS and on our website, [www.metns.ie](http://www.metns.ie)
2. **PEL Registration** – When the completed PEL Application Form is received by METNS, the date on which it is received is immediately registered. This is called the PEL Application Date.
3. **The Pre-Enrolment List** - Children are placed on the Pre-Enrolment List based on their PEL Application Date. As noted above there is one key exception.

In the case of an adopted child, or child in long-term foster care, the PEL Application Date will be backdated. When a PEL Form is received for an adopted child or child in long-term foster care, the number of days between the date the child was placed for adoption or fostering and the date the PEL Form was received will be calculated, and the child will be given a PEL Application Date and placed on the Pre-Enrolment List as if the PEL Form had been received the same number of days after his or her date of birth.

4. **Letter of Acknowledgement** – The school will write to the parents/guardians of a child who has been entered on the Pre-Enrolment List. The acknowledgement letter will state:
  - the child's PEL number which should be used in future correspondence with METNS
  - the child's PEL Application Date

This letter should be checked carefully and kept safely as it is an acknowledgment of METNS' receipt of the PEL Form for the child. **This letter is not an offer of a place in METNS in any given year.**



5. **Confirmation of Interest Form** - In November of the year prior to a child's anticipated entry to school, parents/guardians of children who are on the Pre-Enrolment List will be sent a Confirmation of Interest Form (see Appendix A for schedule of dates). This offers parents/guardians 3 options:
- Confirm that, if offered a place for the upcoming September, they will accept it **or**
  - Confirm they would like to defer enrolling their child but remain on the Pre-Enrolment List for the following year (this applies to Junior Infant entry only) **or**
  - Request that the child's name be removed from the Pre-Enrolment List – i.e. – they no longer wish to take up a place in METNS.

**The onus is on parents/guardians to return the Confirmation of Interest Form on or before the stated closing date specified in Confirmation of Interest Form (the "Confirmation Closing Date") in any given year.**

**The Confirmation of Interest Form does not constitute an offer of a place in METNS in any given year.**

If the school does not receive a completed Confirmation of Interest Form for a child by the Confirmation Closing Date, then that child's name will be removed from the Pre-Enrolment List.

6. **Offers of Places** - Based on Confirmation of Interest Forms received, offers of available places will be made via Letters of Offer in the following order of priority:
- (a) Any Qualifying Sibling/Staff Member's Child who have, or will have, reached the age of 4 by not later than 31<sup>st</sup> May of the year of admission, in order of their place on the Pre-Enrolment List (Children of staff members of METNS will be treated as siblings).
  - (b) Any places remaining shall then be offered to remaining applicants who have, or will have, reached the age of 4 by not later than 31<sup>st</sup> May of the year of admission, in order of their place on the Pre-Enrolment List;

A "Qualifying Sibling/Staff Member's Child" means a child:

- whose PEL Form is received by METNS on or before that child's first birthday (or in the case of an adopted or fostered child, is received on or before the anniversary of the child's adoption or fostering); and
- who is either:



- (a) the sibling of another child who is enrolled as a pupil in METNS and will remain so enrolled for the academic year in which the first mentioned child is to be enrolled and in this regard, for the avoidance of doubt, sibling relationships shall include any family members who are adopted and/or fostered, step or half siblings; or
- (b) who is the child of a current staff members of METNS who has been employed for at least one year in the school on the date of issue of the Confirmation of Interest forms, and is still employed in the school on the Registration Date (as defined below) of that child.

If there are more applications than available places, children to whom a place cannot be offered will be put on a waiting list.

In the highly unlikely event that places are not filled after admitting all applicants who have, or will have, reached the age of 4 by not later than 31<sup>st</sup> May of the year of admission, the school may offer any remaining places to applicants who will have, reached the age of 4 between 1st June and 31st August of the year of admission – in the following order:

- a) next to Qualifying Sibling/Staff Member's Child and then to remaining applicants born in the month of June of the year of admission, in each case, in order of their place on the Pre-Enrolment List;
- b) next to Qualifying Sibling/Staff Member's Child and then to remaining applicants born in the month of July of the year of admission, in each case, in order of their place on the Pre-Enrolment List;
- c) finally, to Qualifying Sibling/Staff Member's Child and then to remaining applicants born in the month of August of the year of admission, in each case, in order of their place on the Pre-Enrolment List;

7. **Letter of Offer & Registration Forms** - Following the Confirmation Closing Date, the school will send out the Letters of Offer of Places, which will usually be sent in early January of the year of enrolment. A Registration Form will be sent with each Letter of Offer. In order to accept an offer of a place, parents/guardians must return the completed Registration Form together with the child's original birth certificate on or before the date specified in the Letter of Offer (the "**Registration Date**"). Any recent assessments for the child(ren) should also be included at this time.

Any other documentation, which may be specified in the Letter of Offer (as approved by the Board of Management).

**Parents/guardians must return completed Registration Forms by the Registration Date together with the required documentation. Otherwise the offer will lapse, and the place be offered to the next child on the Waiting List.**

8. **Open Day** – An Open Day for Junior Infant children will take place in the summer term prior to the September of entry to METNS. Parents/guardians will be notified in writing of this date and are strongly encouraged to attend with their



child. If parents/guardians are unable to attend on this day, they should must inform METNS in writing.

## **Enrolment in Classes Other Than Junior Infants**

In the case of enrolment of pupils from Senior Infants to Sixth Class, individual arrangements will be made with METNS. Enrolment times and registration may vary depending on when vacancies arise. If you wish to enrol your child in a class other than junior infants, please contact the METNS office or visit the METNS website, [www.metns.ie](http://www.metns.ie) to view the Enrolment in Classes other than Junior Infants Policy.

## **Children with Special Needs**

METNS equally welcomes all children to the school. Parents/guardians of children with Special Needs apply for a place at METNS in exactly the same way as everyone else. Their child's name is added to our Pre-Enrolment List on receipt of the PEL Form. The same enrolment policy and procedures apply. Children with Special Needs are offered places in METNS on the same basis as applies to all other applicants.

Parents/guardians of children with special needs are given an option on the Confirmation of Interest Form to postpone application for a place to a future year even where the child will have reached six years of age by the following September. This choice does not confer a right to a place in a future year, only a right to apply for a place. The child retains his / her original PEL Application Date.

Parents/guardians of children with special needs who have been offered a place in Junior Infants will be asked to meet with the Principal and provide any necessary material in order to ensure that METNS can put in place all necessary supports for the child. If, in the view of the Principal, the needs of the child cannot be met without extra support, she / he will so inform the Board of Management. The Board of Management having considered the views of the Principal may decide not to enrol the child in METNS unless and until such supports are in place. It is the responsibility of METNS, in consultation with the parents/guardians / guardians and other appropriate agencies, to provide such supports. A place offered to a child with special needs will be held for him / her and will not be offered to anyone else, unless, and until, the parents/guardians of such child withdraw their child's application, or the Board of Management determines and informs the parents/guardians in writing that it is not possible for METNS, having regard to its available resources, to provide the necessary supports to enable the child to be enrolled in METNS.

In the case of children with special needs seeking to enter METNS after junior infants, material to be provided will include reports from his / her current school. The offer of a place in METNS to such a child will be contingent on the availability of places in the appropriate class, the provision of all relevant documentation and the ability of METNS (in the view of the Board of Management, having considered the views of the Principal) to provide that child with the education she / he needs and deserves.

METNS has a policy for children with special needs and is available upon request.



## Appeals Process

If a decision is communicated by METNS to a parent/guardian indicating that the school is unable to accept their child, that parent may request a copy of the enrolment policy and enquire as to what section/sections of the policy justify the refusal. If unhappy with the explanation the parent may appeal the decision directly to the Board of Management. The Board of Management then considers the appeal and advises the parent of its decision. If the parent/guardian is dissatisfied with the outcome, the parent/guardian may then make an appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act, 1998. Information on the procedures for appeal is available from the Department of Education and Skills.

**PARENTS/GUARDIANS ARE REMINDED THAT IT IS ESSENTIAL THAT THEY KEEP METNS INFORMED OF ANY CHANGE OF ADDRESS OR CONTACT NUMBERS. CHANGES OF ADDRESS MUST BE NOTIFIED IN WRITING TO THE PEL OFFICER OF THE SCHOOL.**

**THIS APPLIES EVEN WHEN THERE IS A SIBLING ENROLLED AT THE SCHOOL.**