



ASHBOURNE  
**EDUCATE TOGETHER**  
NATIONAL SCHOOL

## Enrolment Policy

**This Policy was reviewed and updated on the 25<sup>th</sup> October 2018. This policy replaces all other policies with immediate effect.**

### School Details:

Name: Ashbourne Educate Together National School  
Address: Ashbourne, Co Meath  
  
Telephone: 01-8357493  
Email: ashbourneetns@gmail.com  
Roll Number: 20396Q  
Principal: Lynn Hicks

The school day starts at 8:15am and finishes at 12:55pm for Junior and Senior Infants, and 1:55pm 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.

Ashbourne ETNS is under the patronage of Educate Together. Parents/ Guardians are advised to familiarise themselves with the Educate Together ethos prior to enrolling their child in the school.

The school currently caters for (children in Junior Infants to fifth class). It is a developing school, it is co-educational and equality based. Ashbourne 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.

Ashbourne 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).

For any child born after the 31<sup>st</sup> May 2023, you will no longer be able to pre-enrol your child. Enrolment will be done on an annual basis and there will be a window for enrolment in the year prior to the September.

## 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 Ashbourne ETNS children must be 4 years old on or before 31<sup>st</sup> May of the year of admission into Junior Infant classes.

**Siblings of children currently enrolled in the school are given priority and places will be offered to these children first. (Siblings include step-siblings, foster-children or adopted children, resident at the same address)**

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 recognises a class to be full when it has reached the pupil to teacher ratio of 26:1.

In the circumstances where the pupil teacher ratio in a class is greater than 26:1, should a child leave that class, that child will not automatically be replaced. The Board of Management shall have regard to issues such as physical space, multi- grade classes, and the presence of children with special educational and/or behavioural needs when deciding on further enrolment to any class.

## Admissions Procedures

1. Parents/Guardians wishing to apply for a place for their child must complete and return a pre-enrolment form. This form can be obtained by contacting the school office or may be downloaded from the school website [www.ashbourneetns.ie](http://www.ashbourneetns.ie). This form requires the parent to give the school certain information regarding their child.
2. On receipt of a completed pre-enrolment form it will be entered on our system as of date received. If more than one application form is received on a particular day then these numbers are awarded in the order of post-date on the envelope. If the post date on the envelopes is the same then children will be put on the admissions list one after the other in alphabetical order of surnames.
3. Each child will be placed on the list according to the pre- enrolment date. 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. A list will be kept for each year group from Junior Infants to 6<sup>th</sup> Class for one academic year. Children will be listed in order of pre-enrolment date.
5. No guarantees of places will be given or implied by pre- enrolment.
6. Children may be admitted to a Junior Infant class during the school year provided they are transferring from another school or in exceptional circumstances. .
  - a. Siblings of children currently attending the school shall be offered places subject to availability. All remaining places will be offered by order of pre- enrolment date on the pre-enrolment list. Pre-enrolment forms of siblings must be received by January 31<sup>st</sup> of the year of intended enrolment.

7. Letters of offer will be sent out from January of the year for which the child is pre-enrolled. Parents/Guardians must reply in writing to confirm an offered place within 10 working days. Failure to respond within 10 working days will result in the place being forfeited.
8. On acceptance of a place the child's birth certificate should be provided to the school, a copy will be taken, and the original returned.
9. Parents/ Guardians of Junior Infants may defer the child's place for one year, providing the child is under 6 by the first of September of the year in which he/she starts school, this must be communicated to the school in writing. This means that the child will be placed on the list for the following year according to the original pre-enrolment date. 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 waiting 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 of the year for which the place is sought. By doing this the child will be placed on the list for the following year according to their original pre-enrolment date. It is the responsibility of the parent/guardian to make such a request in writing; otherwise the application will be removed from the school's 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.

Ashbourne 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) or other are provided to Ashbourne ETNS.

Where such a report is not available, a request may 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. A separate policy for our ASD class is available.

### **Code of Behaviour:**

Children enrolled in Ashbourne 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.

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

Parents 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

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

For further information, contact:

Section 29 Appeals Unit  
Department of Education and Skills  
Friars Mill Road  
Mullingar  
Co. Westmeath  
T | (044) 9337008  
E | [www.education.ie](http://www.education.ie)

### **Additional Information:**

Ashbourne 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 should be passed by the school principal and shall be treated in strictest confidence.

### **Ratification and Review**

This policy was ratified by the Board of Management October 2018. It is scheduled for review in December 2018. Educate Together, as patron have also approved this 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 this policy be altered the most up to date policy on our website. The most up to date enrolment policy will be available on our website. Should an amendment be made to the enrolment policy, anyone affected, will be contacted by email.

## Contacts

Please refer all admission-related queries to [office@ashbourneetns.ie](mailto:office@ashbourneetns.ie)

Signed: \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Principal

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