



Swords Educate Together National School

Roll Number 20145 O

Enrolment/Admissions Policy

In accordance with the provisions of the Education Act 1998 we entrust to Parents/Guardians that they will be assisted in relation to any enrolment matters. The Chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from this policy.

General Information

Name of School:	Swords Educate Together N.S.
Address:	Applewood, Swords, Co. Dublin
Telephone:	01 – 8903899
Email:	info@swordseducatetogether.ie
Website:	www.swordseducatetogether.ie
Denominational Character:	Multi-Denominational
Patron:	Educate Together

Subjects

Swords Educate Together N.S is a co-educational, multi-denominational school that caters for children from Junior Infants to Sixth class. The children are taught the Revised Curriculum as prescribed by the Department of Education and Skills: Irish, English, Mathematics, S.E.S.E., S.P.H.E., P.E., Music, E.T.P. (Learn Together), History, Geography, Visual Arts, Drama and I.T. to support the objectives of the Revised Primary Curriculum.

- School begins at 8:30 a.m. and finishes at 2:10 p.m. (1:10 p.m. for Infants). The school takes responsibility for children during this time.
- The school depends on grants and teacher resources provided by the Department of Education and Skills. As a result we are obliged to respect this matter and operate within the regulations laid down by said Department. School policy must have regard to the resources and funding available.
- Swords Educate Together N.S. 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).

Applewood, Swords, County Dublin.

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Principal Teacher: Karl Breen. Deputy Principal: Eoghan Beglan

• While Swords Educate Together N.S. works within the context and parameters of the Department of Education and Skills regulations and programmes, the rights of the patron as set out in the Education Act (1998) and the funding and resources available, the school supports the principles of:

- ❖ **inclusiveness, particularly with reference to 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;**
- ❖ **respect for diversity of values, beliefs, traditions, languages and ways of life in society.**

Decisions in relation to applications for Enrolment/Admission are made by the Board of Management of the School in accordance with school policy.

Procedure for Enrolment

Pre-enrolment forms must be completed online at www.swordseducatetogether.ie

Upon submission of a completed online pre-enrolment form an acknowledgement of receipt endorsed with the date and time of enrolment will be automatically generated by our pre-enrolment software. The onus is on the applicant to retain a copy of this response as it is your only record of pre-enrolment. In the event of a dispute regarding an application this is the only acceptable form of evidence of application.

On Receipt of Completed Pre-enrolment Form(s):

1. A pre-enrolment number will be allocated to each application according to the date and time of receipt. **Junior Infant children must be four years of age on/or before June 1st on the year of admission into the school.** According to the school policy, Swords Educate Together N.S. is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards. Compulsory attendance does not apply until the age of 6.
2. Each child is placed on the list according to the pre-enrolment number. If parents have twins/triplets, the children will be put on the list one after the other in order of application time and date.
3. A child may be placed on the pre-enrolment list for only one year of entry. Where application is received for one child for two consecutive school years the application for the earlier school year will be accepted.
4. Two lists will be kept for each year: a Junior Infant list and non-Junior Infant list. Children will be ranked in pre-enrolment number order on these lists.

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5. No guarantee of places is given or implied by pre-enrolment.
6. All correspondence from the school regarding applications and formal offers of places will be made solely by e-mail.
7. Children will be offered places strictly following the ranking of the pre-enrolment numbers on the pre-enrolment list: that is, places will be allocated on a **First Come-First Served basis.**
8. The first round offer of places will be made by January 31st for September of that year. The Board of Management must be in receipt of the following by the closing date as advised in the letter of offer:
 - ❖ Completed Enrolment/Admissions Acceptance Form (provided as attachment to letter of offer of place)
 - ❖ Copy of Birth Certificate
 - ❖ Child's PPS Number
 - ❖ A €100 non-refundable fee for Book Rental, Student Insurance, Photocopying, I.T., Arts and Crafts and other incidental costs. This fee may only be paid electronically by transfer into the school account. No Cash or Cheques will be accepted in the school office.
8. Failure of Parents'/Guardians' to respond to a formal offer of a place in Swords Educate Together N.S. for their child and to supply the required documentation and fee on or before the closing date for that offer, will result in their child's place on the pre-enrolment list being forfeited and the place being offered to the next child on the list
9. Parents/Guardians enrolling Junior Infants may defer the child's place for one year, providing the child will be under six by September 30th of the year that 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. This does not guarantee an offer of a place, as places will be allocated strictly following the ranking of the pre-enrolment numbers on the pre-enrolment list.
10. Junior Infants who have accepted an offer of a place in the school and defer after the school year has begun, will be treated as if the deferral had taken place before actual admission into the school. Junior Infants actual enrolment may be deferred for a maximum of one year. Placement orders on the following year's pre-enrolment list will be in accordance with original pre-enrolment number (i.e. as if they had originally enrolled for the deferred year).
- 10 Except in exceptional circumstances, no Junior Infant who has not already been enrolled in Junior Infants, will be enrolled after September 30th.
11. Non-Junior Infants cannot defer a place that has been offered to them. However, if the parents/guardians wish to reapply and place them on the list for the next year (for a different class), they will be issued with a new pre-enrolment number and put on the non-Junior Infant list for the following year.

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12. If a place is not offered during the school year for which a place is sought and parents wish to put the child's name on the waiting list for the following year (either for Junior Infants or for another class) they must inform the school, by e-mail, by the 30th 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 number. 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.
13. It is the sole responsibility of the parents/guardians to inform Swords Educate Together N.S. promptly of any change of home address, e-mail address telephone number or other relevant information/circumstances.
14. If the number of applications for Enrolment/Admission exceeds or is expected to exceed the number of spaces available the Board of Management must give regard to class size or staffing provisions, physical space and the health and welfare of children.
15. In relation to the enrolment/admission of children with Special Educational Needs, Swords Educate Together N.S. may request a copy of the child's assessment report(s), or, where such a report is not available, request that the child be assessed immediately.
 - a. The assessment report(s) will assist Swords Educate Together N.S. in establishing the educational needs of the child and to profile the support services required.
 - b. If a child requires further resources not already available in the school e.g. (Visiting Teacher, Special Needs Assistant, specialized equipment or furniture and/or transport services) a request will be made to the Department of Education and Skills to provide resources required to meet the needs of the child outlined in the report.
 - c. Swords Educate Together N.S. Special Educational Needs Co-Ordinator/Team will meet the parents/guardians of the child and discuss the child's needs and the school's suitability or capacity in meeting these needs.
 - d. However, it may be necessary to defer certain Enrolments/Admissions pending:
 - The receipt of an assessment report and/or
 - The provision of appropriate resources by the Department of Education & Skills
16. It is the policy of the school to enable children to transfer to our school at any time, subject to availability and the approval of the Department of Education & Skills.
17. 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 Department of Education and Skills Friars Mill Road Mullingar Co. Westmeath T | (044) 9337008 E | www.education.ie. 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 | info@newb.ie | 01 873 8700
18. It is the policy of our school to communicate information concerning attendance and the child's educational progress to other schools if requested.

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19. We are required to share the following information about your child with the Department of Education and Skills Pupil Online Database: PPS Number, Name, Address, Date of Birth, Nationality, Home Language and whether the child is in receipt of Resource Teaching Hours, Learning Support or English Language Support.

20. The school's Code of Positive Behaviour and Anti-Bullying Policy are available in the school and on the school website www.swordseducatetogether.ie for inspection by Parents/Guardians. Children enrolled in Swords Educate Together N.S. are required to co-operate with and support the School/Board of Management's Code of Positive Behaviour as well as all other school policies on curriculum, organization and management. The Board of Management places Parents/Guardians responsible for ensuring their child(ren) co-operate with said policies in an age-appropriate way.

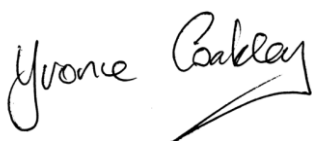
Note:

In accordance with the Department of Education and Skills Rules for National Schools, this policy may be added to and revised from time to time.

Latest update October 2016

Approved by the Board of Management on 20/06/16.

Signed:



Chairperson, Board of Management

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