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## **Enrolment Policy 2019-2020**

### **Introduction**

This policy is set out in accordance with the provisions of the Education Act, 1998. The Board of Management and principal trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the Board of Management and the principal teacher will be happy to clarify any further matters arising from the policy.

### **Update:**

**We have applied to the Department of Education for additional school accommodation (ASA) for Sept 19 at the Rugby Club so as to allow us to plan for the eventuality of unforeseen delay in construction of the new building. Although we have received assurances that construction of the permanent building is proceeding as planned we feel it is prudent, in light of experiences of other schools whose building was not delivered on time, to have a contingency in place. We have been advised of a late June completion date which leaves a very narrow window for unforeseen delays e.g. weather disruption, utility connection, contractual issues etc.**

**At present we can accommodate one class in our existing buildings with some modifications and so will initially offer places to one class of Junior Infants. Once we have received planning permission for the extension of the Rugby Club site we will offer places to the second class. This will allow us be ready to take in both classes in Sept 19 at the Rugby Club should we receive news in Summer term that the building will not be ready. As such, at the end of the enrolment window we will be offering only 27 places in the first round and will create a**

**provisional list for the second class of 27, which we intend to offer when we are satisfied we can provide suitable accommodation.**

**General information**

Greystones CNS operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

Greystones CNS is a co-educational primary school which is under the patronage of Kildare and Wicklow Education Training Board (KWETB). The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Greystones CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Greystones CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Greystones CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the whole school community and the wider community in which they live. Children in Greystones CNS are taught from Junior Infants about the rights of every citizen in Ireland to equality, regardless of their gender, race, religion, age, sexual orientation, family status, civil status, membership of the travelling community, disability (9 grounds on which it is illegal to discriminate under the Equality Act 2004)

As part of its ethos, Greystones CNS welcomes children from all faiths and none.

Greystones CNS opened in September 2015. The school is currently in temporary accommodation and we have been advised by the DES that our new building in Charlesland will be ready for the 2019-20 academic year.

In 2019-20 Greystones CNS will have Junior Infants- 3<sup>rd</sup> Class but it will grow each year until we reach 6<sup>th</sup> class in Sept 2022.

Under KWETB patronage, a board of management is established which will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Child Protection Procedures outlined in Circular 0065/2011. The board of management will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

This Enrolment policy will be subject to regular review and possible change.

Classes commence at 8.45 a.m. and finish at 1.25 p.m. for Junior & Senior Infants (2.25 p.m. from 1<sup>st</sup> -6<sup>th</sup> Class).

Any parent who enrolls their child at Greystones CNS is subject to the policies of the school. Parents are asked to read all policies, which are available on the school website.

**As a school committed to teaching our children about the importance of being a green school it is the policy of Greystones CNS to communicate with parents via email only. It is your responsibility to furnish us with your correct email and check it regularly and it is recommended that you organise all emails from the school in one folder. (Please see our communications policy on our website)**

## **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## **Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that “A recognised school shall ....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the board of management shall “publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a board of management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the board of management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

## **Goals**

Greystones CNS shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures.
- To enable applications for admission to the school to be handled in an open, transparent manner.
- To put in place criteria under which applications shall be considered.
- To ensure that these criteria are informed by our ethos, our mission statement & current legislation.
- To specify what information is required by the school at the time of application.

## **Context, Resources, School Organisation & Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects and celebrates the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources, financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

### ***Roles and responsibilities in developing and implementing this policy:***

#### **Role of board of management**

- To ensure that a policy is in place and that it is reviewed.
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the principal/board.

- To prepare (and submit to the Education Welfare Board) a statement of strategies regarding attendance. The statement of strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
  - a) For the purposes of fostering and appreciation of learning among students attending the school.
  - b) To encourage regular attendance at the school on the part of all students.

### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, students, parents and Board of Management.
- To monitor its implementation and to ensure that it is reviewed by the review date.
- To implement the policy and to support other teaching staff in their implementation of the policy.
- To apply for and acquire such resources as are available in accordance with government policies.
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students.
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.
- To ensure a register of all students attending the school is established and maintained.
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same.
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Department of Education setting out title and address of each and advising of time limits

### **Role of Teaching staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about special needs curricular matters and information to the attention of the principal, deputy principal (when appointed) and special needs teacher.
- To keep parents informed through the regular parent / teacher meetings and school reports and by meeting parents from time to time as required.

## **Role of Students**

To co-operate fully with the school in the implementations of the policy

## **Role of Parents**

To support the policy and to co-operate fully with the school in its implementation

To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child

To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

## **Policy Considerations**

The Board of Management of Greystones CNS will be guided by Departmental guidelines on class size and age appropriateness.

Greystones CNS will not refuse a child on the basis of gender, ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstance.

## **Enrolment Procedures**

These procedures will be subject to regular review by the Board of Management.

Junior Infants starting school will normally not be enrolled after 30<sup>th</sup> September.

The catchment area will be made up of the Greystones/Delgany Local Area Map which can be seen at the below link. (Copy and paste to browser if link does not work)

[http://www.wicklow.ie/sites/default/files/Greystones%20Delgnay%20Kilcoole%20pre-draft%20map\\_0.pdf](http://www.wicklow.ie/sites/default/files/Greystones%20Delgnay%20Kilcoole%20pre-draft%20map_0.pdf)

[https://www.wicklow.ie/Portals/0/Documents/Planning/Development-Plans-Strategies/Local-Area-Town-Settlement-Plans/Greystones-Delgany/Greystones-Delgany-Local-Area-Plan-2006-2012/Amendment\\_No.2\\_Map.pdf](https://www.wicklow.ie/Portals/0/Documents/Planning/Development-Plans-Strategies/Local-Area-Town-Settlement-Plans/Greystones-Delgany/Greystones-Delgany-Local-Area-Plan-2006-2012/Amendment_No.2_Map.pdf)

### **Junior Infant Enrolment:**

- Registration forms for Sept 2019 will be accepted during an enrolment period from 9am 7<sup>th</sup> January 2019 until 3pm Friday 25<sup>th</sup> January 2019. Any applications received after this will be deemed late applications.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, priority will be given to children who fulfil a number of criteria. These criteria have been put into categories (see below)

- Priority will be given to children in category 1.
- In the case where the number of children who meet the criteria for category 1 exceeds the amount of places available, all category 1 children will be ordered according to chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 1 have been allocated a place, children in category 2 will be ordered by chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 2 have been allocated a place, children in category 3 will be ordered by chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 3 have been allocated a place, children in category 4 will be ordered by chronological age and priority will be given to the eldest
- In the event that more than one child shares the same date of birth, applications will be ordered by date and time of submission and priority will be given to the first received.

#### **Category 1:**

Siblings (including adoptive, fostered, step and half siblings) of children who are attending the **school during the enrolment period** / Children of Staff members and who are 4 on or before the 31<sup>st</sup> August 2018.

#### **Category 2:**

All other children from within the **catchment area** who applied on time and have turned 4 on or before the **31<sup>st</sup> August 2018**.

#### **Category 3:**

All other children who applied on time. These children must have turned 4 on or before the 31<sup>st</sup> August 2018.

#### **Category 4:**

Late applicants (applications received after 3pm 25<sup>th</sup> January 2019 and before 1<sup>st</sup> September 2019) who have turned 4 on or before the 31<sup>st</sup> Aug 2019.



**All children enrolled and their parents are expected to comply with and support the school's Code of Behaviour, as well as all of the school's designated policies on curriculum, organisation and management. Please go to the policy sections of our website and familiarise yourself with our policies.**

Application alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. There will be an induction meeting for parents of incoming junior infants in May/June of the year of entry.

## **Registration Procedure for Junior Infants for September 2019**

Registration for the 2019/2020 school year will take place from 9am Monday 7<sup>th</sup> January 2019 to the closing date which is 3pm Friday 25<sup>th</sup> January 2019. Completed applications can be returned by post or email and should contain a copy/scan of birth cert or passport and proof of address dated within the last 6 months (either bank statement, utility bill (not phone bill), correspondence from state agency). Applications received after this date will be deemed late applicants. All applications for places received by 3pm Friday 25<sup>th</sup> January 2019 will be responded to **by email** within 21 days of the closing date for the submission of applications. **The school will not accept applications before 9am Monday 7<sup>th</sup> January 2019.**

**Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the enrolment policy. Application forms that arrive after 3pm Friday 25<sup>th</sup> January 2019 will be deemed late applicants.**

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

## **Emails of Offer**

Emails of offer for places will be made shortly after the closing date. Parents must reply to this email within 7 days but preferably as soon as possible. The deadline date will be stated in the email. It is the duty of parents to ensure that, by that date Greystones CNS has:

1. Received a copy of an original long form Birth Certificate/Passport and proof of address (utility bill/Government correspondence). The school should also be furnished with the child's PPS number by this time.
2. A fully completed enrolment form

If the school does not receive this documentation by the nominated date, the Board of Management will assume that the place is not being accepted and the place will be offered to the next child on the waiting list.

Parents/carers who accept a place for their child, but subsequently decide not to take up this place, are requested, out of courtesy, to inform the school via email at the earliest possible opportunity. This will allow another child to be offered a place in the school.

## **Waiting List – Unsuccessful Applicants Junior Infants**

After the offer of places is made unsuccessful applicants who applied during the enrolment window will be informed by email of their place on the waiting list, which is determined by the criteria detailed in the “Enrolment Procedures” section.

Unsuccessful applicants will then be offered places as and when they arise. If there are any unsuccessful applicants yet to receive an offer remaining on the waiting list after 1st September these will automatically be added, in the same order, to the waiting list for spaces that may arise during the school year.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

## **Late Applicants - Junior Infants**

**Applications received after the closing date of 3pm 25<sup>th</sup> January 2019 but before the 1<sup>st</sup> September 2019 will be deemed late applicants and will only be considered when all of the initial applications received during the enrolment period have been dealt with.** Should a place become available places will be offered on a chronological age basis, with priority being given to the oldest children. Please note length of time spent on the late applicant list does not confer any priority – priority goes to oldest children at time of a late applicant offer.

If there are any late applicants yet to receive an offer remaining on the waiting list after 1st September these will automatically be added, in the same order, to the waiting list for spaces that may arise during the school year.

**During the academic year, but not usually until after Christmas, it may become apparent that a pupil already attending the school in the year ahead may need to repeat a year. If this is the case from the date the decision is taken by the parents and principal, any places that become available will go to these children first. This is not a common occurrence so very few places, if any, will ever be allocated in this manner.**

## **Transfers – Applications received after 1<sup>st</sup> September to any class**

Applications will be accepted for children to join Greystones CNS during the school year subject to school policy, available space and all other admission criteria are met. Any applications received after the 1<sup>st</sup> September for Junior Infants-3<sup>rd</sup> Class will be ordered by time and date of receipt. In

the case of Junior Infant transfers they will only receive an offer once all of those on the Late Applicant list have received an offer.

Pupils may transfer into the school's mainstream classes at any time subject to available space, school policy, the provisions of the Education Welfare Act (2000), and in some cases the approval of the DES.

## **Equality of access**

No child is refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity, or political beliefs & values.

In relation to applications for the enrolment of children with special needs, the school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

It is open to the school to request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability.

If you're child has special needs please get in touch with the school as we may need to apply for SNA access or other resources from the NCSE before the end of February.

## **Exceptional Circumstances**

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

- The pupil has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education.
- The members of the Board of Management are reasonably clear from reports, that the pupil poses an unacceptable risk to self or other pupils, to school staff or the school property.

## **Evaluation**

The Board of Management will monitor the implementation of all aspects of the policy and review and amend the policy as required, with particular emphasis placed upon

- Effective management placed on application process.

- Clarity and transparency relating to the process.
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol.
- Positive parental feedback.

Due to the high level of applications for schools in the Greystones area, and the fact that parents sometimes apply to several schools, it is necessary for the local schools to crosscheck applications with one another each year. This ensures that a realistic overall enrolment figure can be forwarded to the DES by the schools in the Greystones area for planning and resourcing purposes.

Your submission of an application to Greystones CNS is your agreement for the school to share your application data with other schools in the Greystones area.

## **Monitoring Procedures**

The implementation of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the principal to the full staff for consideration at the same time. The principal will report to the Board of Management regarding the process of enrolment shortly after the window closes each year and regularly thereafter until enrolment is complete.

## **Review Procedure**

The policy will be reviewed every year. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible by the board of management.

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

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

Jennifer Whitmore - Chairperson

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

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

Rory Kinane - Principal