

Bracken Educate Together National School

Roll Number 20282 B

Enrolment 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/admission matters. The Enrolment Officer will endeavour to clarify any further matters arising from this policy.

General Information

Name of School:	Bracken Educate Together National School
Address:	Castlelands, Balbriggan, County Dublin
Telephone:	01 9602010
Email:	info@brackenetns.com
Website:	brackenetns.com
Denominational Character:	Multi-Denominational
Patron:	Educate Together

Introduction/Rationale

Bracken E.T.N.S is a co-educational school catering for children from Junior Infants to Sixth class. The children are taught Irish, English, Mathematics, S.E.S.E., S.P.H.E., P.E., Music, E.C.C. (Learn Together), Visual Arts and Drama to support the objectives of the Revised Primary Curriculum (1999).

- 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 is funded by and depends on grants and teacher resources provided by the Department of Education and Skills (D.E.S.) and operates within the regulations laid down from time to time by the D.E.S.. Bracken E.T.N.S. follows the curricular programmes prescribed by the D.E.S., which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).
- While Bracken E.T.N.S. works within the context and parameters of Department 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/admission of children with a disability or other special educational need;
 - equality of access and participation in the school;
 - parental choice in relation to enrolment/admission;
 - 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.

Eligibility Criteria

All children are eligible to pre-enrol in Bracken E.T.N.S.. There is no catchment area (no preference for people living in any area). There is no sibling policy (no preference for children with siblings in the school). There are no discretionary places available (no exceptions for anyone).

Important: For all new enrolments/admissions, all new Junior Infant children must be 4 yrs of age on or before 31 May.

Procedure for Pre-Enrolment

Parents/Guardians can obtain Pre-Enrolment forms from the Enrolment Officer by contacting the school either by telephone or calling in the school or by filling out the online Pre-Enrolment Form. Completed Pre-Enrolment Forms should be returned to:

Enrolment Officer
Bracken E.T.N.S.
Castlelands
Balbriggan
County Dublin

IMPORTANT: For written acknowledgement of the school's receipt of Pre-Enrolment Form, a stamped addressed envelope must be included with the Pre-Enrolment Form.

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

The Enrolment Officer endorses each Pre-Enrolment Form with a pre-enrolment number. If more than one form is received on the same day, they are ordered by post date on the envelope. If the post date is the same, they are numbered according to the chronological age of the children seeking enrolment/admission i.e. eldest child receiving priority. **Junior Infant children must be four years of age on/or before May 31st on the year of admission into the school.** According to the school policy, Bracken E.T.N.S. is bound by the D.E.S. 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 six.

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.

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

No guarantee of places is given or implied by pre-enrolment.

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**.

The first round offer of places will be made by March 31st for September of the same year. At this stage a special form titled **Enrolment/Admission Acceptance Form** will be provided to all those whom offers have been made requiring the following information:

- Pupil's name, Date of Birth, PPS Number and Address
- Child's Position in Family
- Names of Pupil's Parents/Guardians
- Contact Telephone Numbers
- Contact Name and Telephone Number in Case of an Emergency
- Details of any Medical Conditions which the School should be Aware of
- Child's Religion (optional)
- Previous School Attended, if any, and Reasons for Transfer, if applicable
- Parent/Guardian Support for the School's Positive Behaviour Policy
- Any other Relevant Information
- Copy of Birth Certificate

The Board of Management must be in receipt of written acceptance of an offer made within 14 days of the offer being made. The Enrolment/Admission Form referred to above and a copy of the child's Birth Certificate must be returned at this stage. The Parents'/Guardians' failure to respond within 14 days will result in their child's place on the pre-enrolment list being forfeited.

Deferral of places

Parents/Guardians enrolling Junior Infants in mainstream classes may defer the child's place for one year, providing that the child will be under the age of 6 years 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. **The option to defer applies only to junior infants in mainstream classes.**

Junior Infants in mainstream classes who have taken up an offer of a place in the school and defer that offer after the school year has begun will be treated as if the deferral had taken place before actual admission into the school. Junior Infants' enrolment/admission 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 for Junior Infants' list only (i.e. as if they had originally enrolled for the deferred year).

Except in exceptional circumstances, no Junior Infant who has not already been enrolled in Junior Infants, will be enrolled after September 30th.

Non-Junior Infants cannot defer a place that has been offered to them. However, if the parents/guardians wish to put 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.

If a non-Junior Infant is not offered a place in the year of initial application, parents will be offered the option of adding their child's name to the pre-enrolment list for the next available year. Parents must respond to this offer in writing within 14 days of that offer being made; otherwise their child's place on the pre-enrolment list will be forfeited.

If a child leaves during the school year, his/her place may be back-filled. The place may be offered to the next person on the list for the same class. If there is no child on the list for the same class who wishes to take up the offer, the place may be offered to a child on the list for a different class. This will be decided by the Board of Management, in consultation with the Principal Teacher.

It is the sole responsibility of the parents to inform Bracken E.T.N.S. promptly of any change of address, telephone number or other relevant information/circumstances.

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 as well as staffing provisions, physical space and the health and welfare of children.

Enrolment of children with special educational needs

In relation to the enrolment/admission of children with special educational needs, Bracken E.T.N.S. may request a copy of the child's medical and/or psychological report or where such a report is not available, request that the child be assessed immediately.

- a. The assessment report will assist Bracken E.T.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, transport services) a request will be made to the D.E.S. to provide resources, outlined in the report, required to meet the needs of the child.
- c. Bracken E.T.N.S. will meet the parents/guardians of the child to 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 D.E.S..

It may also be necessary to defer enrolment/admission if:

- The pupil has special needs such that, even with additional resources available from the D.E.S., the school cannot meet such needs and/or provide the pupil with an appropriate education or
- In the opinion of the Board of Management of Bracken E.T.N.S., the pupil poses an unacceptable risk to the health and safety of other pupils, to school staff or to school property.

It is the policy of the school to facilitate the transfer of pupils to our school whenever possible within the procedures outlined in this document and subject to the approval of the D.E.S..

It is the policy of our school to communicate information concerning attendance and the child's educational progress to other schools if requested.

The school's Code of Positive Behaviour and Anti-Bullying Policies are available in the school for inspection by Parents/Guardians. Children enrolled in Bracken E.T.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 holds parents/guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

Note 1:

In accordance with the D.E.S. rules for National Schools, this policy may be added to and revised from time to time.

Note 2:

The parents/guardians of a child who has not been offered a place may appeal that decision within the school, the patron body and/or the D.E.S.. Section 29 of the Education Act, 1998 allows parents/guardians to formally appeal to the Secretary General of the D.E.S. in respect of the school's refusal to admit a pupil in the school.

An appeal will generally not be admitted unless it is made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians concerned.

Enrolment/Admission Policy for Bracken Educate Together National School for An Radharc (A.S.D. classes)

Allocation of places

There are 3 classes in An Radharc. Each class has 6 children and will be supported by a teacher and 2 Special Needs Assistants. Places will be allocated to children who meet the enrolment criteria as follows:

- Children already enrolled in the school
- First come, first served

Children must be 4 years old on/or before May 31st on the year of admission into the Junior Stream Class of An Radharc and below the age of 9 years. No child should be older than 13 years old during his/her last year in the school.

It is at the discretion of the school to place students in the An Radharc in an age appropriate setting.

A child may be placed in a stream at an age range above or below their age in exceptional circumstances where the school determines that this course of action will better meet the child's needs.

A range of teaching methodologies will be used in the An Radharc. The methodologies employed will aim to optimally address the needs of all of the children in the An Radharc. This will accord with the eclectic approach recommended by the D.E.S..

An Radharc Admissions Team

Applications will be considered by the school's An Radharc Admissions Team. This team will consist of the school principal Marian Griffin, a parent of a child with autism, the school enrolment officer, a teacher from An Radharc. The An Radharc Admissions Team will advise the Board of Management on the placement of a child. The final decision as to the placement of a child in An Radharc lies with the Board of Management.

Assessment Criteria for Admission to our An Radharc

This assessment may involve meeting the parents/guardians and child at the school. A child will be deemed eligible for an offer of placement when **all** of the following criteria have been met:

1. A fully completed application form for enrolment/admission has been submitted to the school by the parents/guardian.
2. A letter of acceptance from Beechpark Services has been received by the school, or, the Board of Management determines that there is a reasonable level of likelihood that necessary support services may be available through other channels pending allocation of resources from Beechpark Services.
3. The child has a primary diagnosis of a qualifying Autism Spectrum Disorder without significant intellectual impairment. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure.
4. A recent recommendation (within two years of the proposed admission date) must be provided by the above professional (point 3) indicating that a placement in ASD class in a mainstream school is warranted.
5. If the child also presents with a general learning disability, it must fall within the mild range (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.)
6. A child must have the potential for integration into the mainstream classes.
7. The school must have in place, within the school staffing complement and school facilities and in terms of clinical services, the level and range of resources necessary to meet the special education needs of the child.
8. The child is at least 4 years of age on or before 31 May prior to starting school.
9. The educational provision being given to the children currently on the An Radharc programme will not be detrimentally effected by the level of specialised intervention required for the new child.

The school reserves the right to refuse enrolment/admission to any student where either:-

1. The student has special needs such that even with additional resources available from the Department of Education & Skills and the Department of Health the school cannot meet such needs and/or provide the student with an appropriate education.
2. In the opinion of the Board of Management the student poses an unacceptable risk to the health and safety of other students, to school staff or to school property.

Placement on Our Pre-enrolment List

The procedure followed in assigning a place on the pre-enrolment list is described in the general enrolment/admission policy for the school with the exception of any procedures relating to the deferral of places.

Parents may choose to defer accepting the offer of a place in An Radharc for their child in which case the child will retain their place on the waiting list. In the case of voluntary deferral, the child is not guaranteed that a place will be available in the following years.

Offer of Placement

A child on our pre-enrolment list will be offered a place on a 'first come, first-served basis' in our An Radharc if all of the assessment criteria described above are met. The procedure followed in offering places is described in the general enrolment/admission policy for the school.

A child may be phased in gradually to An Radharc through a mutually agreed process between the school and the parents of the child.

The school reserves the right to review the child's progress after each year to determine whether this is indeed an appropriate school placement for the child.

If the school cannot meet the required needs of a child or if a child does not meet the above criteria for placement in our An Radharc classes, the school will notify, in writing, the parents/guardians of the reasons for the decision.

March 2016.

Approved by the Chairperson Bracken Educate Together N.S. on _____.

Signed:

Chairperson Bracken Educate Together N.S.