



LUCAN COMMON ENROLMENT SYSTEM

# **Admissions Policy for Adamstown ETNS Esker ETNS Griffen Valley ETNS & Lucan East ETNS**

September 2018

## **Admissions Policy**

This policy is set out in accordance with the provisions of the Education Act, 1998. The Boards of Managements of all four stated Educate Together schools in Lucan trust that by so doing, parents will be assisted in relation to enrolment matters.

The four schools in the Lucan Common Enrolment System, henceforth, LCES, are all situated in Lucan under the patronage of Educate Together. The four schools are

**Adamstown ETNS**  
**Esker ETNS**  
**Griffeen Valley ETNS**  
**Lucan East ETNS**

The schools support the principles of:

- Inclusiveness with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

within:

- (a) the rights of the Patron as set out in the Education Act (1998), the Equal Status Acts (2000-2011), the Education for Persons with Special Educational Needs Act (2004), The Education Welfare Act (2000), the Education Amendment Act (2012) and the Health and Safety at Work Act (2005).
- (b) the context and parameters of Departmental regulations and programmes,
- (c) the provisions of Section 14(b) (i) of The Equal Status Act 2000
- (d) the funding, teacher resources and accommodation available.
- (e) The school admission policy will not discriminate against a pupil on the grounds of;
  - The student having a disability or other special educational needs
  - The student's sexual orientation
  - The student's Family Status
  - The student being a member of the Traveller community
  - The student's race
  - The student's gender
  - The student's faith or religious tradition
  - The student having no faith

The schools in the LCES are under the Patronage of Educate Together and are fully recognised by the Irish Department of Education and Skills and work under the same regulations and funding structures as other national schools. Educate Together schools have a distinct ethos which has been defined in the following terms:

**Equality-based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.

**Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities. Boys and girls learn and socialize together in the school environment. This approach delivers the best educational and social development for children.

**Child-centred** in their approach to education. Educate Together schools are committed to active learning techniques that encourage children to interact with their peers and teachers while they learn. Educate Together schools are focused on helping each individual child reach its full academic and social potential.

**Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers.

### **Registration**

- Applicants must be at least four years of age by September 1st in the year in which they start school.
- Application forms for Junior Infants will only be available in each school from 1st October of the year prior to the year of entry.
- Applications will be accepted into the office of any of the four Educate Together schools involved in the Lucan Common Enrolment System (LCES).
- Applications must be received in one of the four schools on/before 1st December in order to be considered for the first round of offers, which usually take place in the first week of December of the year prior to enrolment
- Any applications received after the first round of offers have been made, up until 30th September, will be added to the LCES. The dates of second and subsequent rounds of offers will be decided on by the LCES committee.
- No new applications will be accepted after 30th September of the enrolment year unless the child is new to the area and has no school place.
- All applications must have a valid email address for correspondence.
- We request that application forms be signed by both legal guardians, if applicable.
- Completion of this application does not guarantee or constitute an offer of a place in any of the four schools.

All applications **must** be accompanied by:

- an Original Birth Certificate,
- **TWO** Current Utility Bills – Electricity / Gas / TV Service Provider / Landline Telephone **only** (dated within two months of application)

### **Offers of Places: General Statement:**

The LCES shall provide for an offer of placement to all pupils seeking admission to the four schools except where the number of pupils seeking admission is greater than the numbers of places being made available by the four schools.

The LCES will present a list of children to each school in accordance with the agreed criteria as set out below.

The Board of Management of the schools will accept the list offered by the LCES in accordance with its agreed criteria and offer places to all children on that list save;

1. Where the parents of a pupil do not agree to confirm in writing that the school's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code,
2. Where An Garda Siochana or the Child and Family agency has provided in writing to the school its opinion that the admission of the student could have a seriously detrimental effect on the safety of other students and or staff of the school.
3. Where the schools under LCES consider that they cannot meet the needs of a child with particular special needs, they reserve the right in certain limited circumstances to refuse to enrol that child.

### **Offers of Places: Junior Infants**

- The Boards of Management in the LCES will determine the number of places that are available to offer through the system in any given year. This number becomes the '**cohort**' for places to be offered in the upcoming school year.
- Children who have applied to the system will be selected for the cohort according to their age (oldest first) until all places in the cohort are filled.
- Each child in the cohort will be offered a place in **one** of the four schools.
- Children will be allocated to the individual schools by the LCES which will categorise the children according to the following criteria:

### **Category 1: Siblings/Children of staff of schools**

Siblings in the cohort (as defined above) will automatically be offered a place in the school attended by their siblings *unless* they specifically request not to be considered for sibling status. They will then be included in the proximity category only. Parents who currently have children attending more than one of the LCES schools may nominate the school for which they wish to request sibling status. Children of staff employed by the Board of Management will be offered a place in the school where their parent is

employed. These children will be afforded equal weighting as siblings, once they are included in the cohort by virtue of their age.

### **Category 2: Proximity to the school**

Children in the cohort will be assigned schools by the LCES system according to proximity, until all children on the cohort have been assigned a school. Proximity will be determined by reference to the distance between the applicant's house and the school as determined on the GPS (Geographic Coordinate System) system in the area.

*Due to the close proximity of Lucan East ETNS and Griffeen Valley ETNS one GPS reference point (being the centre point of the round about between the two schools) is used to allocate places randomly between these two schools.*

\* Any refusal of an offer of a place or failure to confirm acceptance of an offer of a place in a participating school within the specified time will result in that offer of a place being withdrawn from the LCES for that school year.

### **Waiting List**

There will be one centralised database processed by the Lucan Common Enrolment System. All unsuccessful applications from the first round and any applications received after that date, will be included on the LCES for subsequent rounds up to 30th September of the enrolment year. Children from the original application list remain on the waiting list and will be assigned places, as they arise, as per the criteria set out under the Common Enrolment Process (LCES). The enrolment process closes on the 30th September each year. Unsuccessful applicants will be notified by email. Applications received after the 30th September will not be considered unless the child is new to the area and has no school place.

The Boards of Management of each school will communicate arrangements regarding enrolment through;

- Present parent bodies
- School web sites
- School newsletters
- Large public sign outside each school
- email.

### **New Applications Senior Infants to Sixth class**

Applications for these classes will also be through the LCES. These applications will be considered on the basis of the sibling/children of staff criterion in the first instance and secondly using proximity to school. Children will be assigned to age appropriate classes. The child must have been four years of age by 1st September of the year that he/she was due to start Junior Infants.

Applications received after the 30th September of the enrolment year will not be considered unless the child is new to the area and has no school place.

Any refusal of an offer of a place or failure to confirm acceptance of an offer of a place in a participating school within the specified time will result in that offer of a place being withdrawn from the LCES for that school year.

### **Applications for Children with Special Needs:**

The application process for children with special needs (apart from those seeking a place in Outreach classes) is the same as that for children without a disability. Upon acceptance of a place, the BOM may request a copy of a medical and/or psycho-educational report that the child with special needs might have. The sole intent of this request is to assist the school in establishing the educational and training needs of the child relative to his/ her disability or special needs and to plan the support services required. The Board will determine how the school can meet the needs specified in the report and may request further support provision from the Department of Education and Science prior to commencement and in the best interest of the child.

The schools under the LCES reserve the right in certain limited circumstances to refuse to enrol a child with particular special needs.

### **Outreach Classes for children who have Autism**

All enrolments for outreach classes in Lucan East ETNS and Adamstown Castle ETNS are processed separately. Enrolment forms for these outreach classes are available through the individual school office. There are no outreach classes in Esker ETNS and Griffeen Valley ETNS.

### **Appeals**

Under Section 29 of the Education Act, 1998, any parent or guardian can appeal a school's refusal to enrol his/her child.

### **Previous enrolment policies of four participating schools**

The Boards of Managements of the four participating schools in the LCES will honour all applications made prior to the commencement of the LCES, provided such applications comply with the criteria set out in their respective enrolment policies. No applications under the previous enrolment policies will be accepted after the commencement of the LCES. From that date one enrolment policy, the LCES, will apply to the four participating schools.

### **Lucan Common Enrolment Committee (LCEC)**

The LCEC will comprise of one nominee Board member of the four stated Educate Together Schools. The Board of Management of each participating school has given the Lucan Common Enrolment committee the right to act on its behalf, the right to make decisions and to assign places based on the agreed criteria.

Receipt of the application does not guarantee that the child will be offered a place.

**Amendments to the policy**

Schools through the LCEC reserves the right to amend the policy. Any such amendments will be ratified by all four Boards of Management and will be brought to the attention of parents.

This Enrolment Policy will come into effect from OCTOBER 1ST 2018

This is a revised document for ratification at BOM meetings Term 1 2018-2019