**Admissions Policy**

Tralee Educate Together N.S.

Collis Sandes House,

Killeen Road, Oakpark, Tralee, Co. Kerry.

Ról No. 20158A

**Introductory Statement**

The Admissions Policy of Tralee Educate Together National School provides for equality of access and participation in the school for all children in our society regardless of their social, religious, cultural and racial backgrounds, disability or other special educational need. In order to ensure a child centred approach, the school must have adequate resources in place to meet the needs of the child before admission. As the school does not have a defined catchment area, parents are required to place their children’s names on an Enrolment List. Children are admitted strictly on a first come, first served basis based on the date of receipt of a fully completed Enrolment Application. Siblings are not given priority.

Places are offered to children according to the school’s admissions procedures, until the school is deemed by the Board of Management to be full. The Board of Management makes all decisions in relation to admissions.

Tralee Educate Together NS 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.

**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. This form requires the parent to give the school certain information regarding their child.

2. On receipt of the completed form, the school enters the child’s name in the school’s Enrolment List (EL). The EL is a list of all Enrolment Applications received, kept in order of date received. When multiple applications are received on the same day they will be processed in order of time received. Where multiple applications have the same time, they will be processed in alphabetical order of the child’s surname. 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.

3. Two separate lists will be kept for each year, a Junior Infant and a non-Junior Infant list. Children will be listed in order of when pre-enrolment form was received.

4. The EL is stored on computer.

5. No guarantee of places will be given or implied by pre-enrolment.

6. Children will be admitted into the Junior Infant classes during the month of September. Children may be admitted to the Junior Infant class during the school year provided they are transferring from another school. Children may also be admitted to the Junior Infant class during the school year in exceptional circumstances. Parents will be encouraged to avail of the ECCE pre-school year prior to their child starting in Junior Infants.

7. Children will be offered places strictly by order on the pre-enrolment list. (No priority given to siblings or discretionary places).

8. Children who are transferring from other schools: The school the child is currently attending will be contacted to inform Tralee Educate Together NS of the child’s educational progress to date and any additional needs they may have and how the child’s needs were met. This information will be considered in the enrolment decision.

9. The BOM may endeavour to keep each class as close as possible to the current DES recommended class average of 26:1. This is at the discretion of the Board of Management. The BOM will take all matters into consideration on a yearly basis e.g. accommodation needs, level of SEN needs in each class.

10. Letters of offer will be sent out starting in April of the year for which the child is pre-enrolled. Parents/Guardians must reply in writing to confirm an offered place within 14 days. Failure to respond within 14 days will result in the place being forfeited.

11. On acceptance of a place the child’s birth certificate should be provided to the school, a copy will be taken, and the original sent back.

12. 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 means that the child will be placed on the list for the following year. Deferral does not guarantee a place the following year. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.

13. 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 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. 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.

14. 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**Parents of children with special needs will be requested to meet with the Principal and provide any necessary material and documentation in order to ensure that the school can put in place all necessary supports for the child. If, in the view of the Principal and the Board, the needs of the child cannot be met without extra support, the child will not be enrolled in the school unless and until such supports are in place. If the Principal takes this view, she/he will inform the Board. It is the responsibility of the school, in consultation with the parents/guardians and other appropriate agencies, to provide such supports.

Where the 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.

TETNS 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) are provided to TETNS.

Where such a report is not available, a request should be made that the child would be assessed immediately. Following receipt of the report the Board of Management/Manager will assess how the school can meet the needs specified therein. Where the Board/Manager 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 special educational need 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.

**Code of Behaviour**

Children enrolled in TETNS 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 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 TUSLA to seek the assistance of their local Educational Welfare Ofﬁcer.

**Additional Information**

TETNS 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.

**Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts. Information obtained for the purposes of allocating places in the school to applicant children will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up-to-date. Individuals have the right to have any inaccurate information rectiﬁed or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the deadline for receipt of application forms (as opposed to registration) forms. A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

**Implementation and review**

This policy will be implemented from September 2018 and will be reviewed as deemed necessary.

Ratification and communication

This policy was ratified by the Board of Management on 25th September 2018.

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

Sinead Kelleher, Chairperson of the Board of Management

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

Mary Brosnan, Principal