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Roll Number: 20486r

- Please note all pre-enrolments made on the original Educate Together North Central website will be honored and are still accepted and confirmed as pre-enrolments. There is no need to enroll your child again.

## **Enrolment Policy for Grace Park ETNS**

### **Introduction**

The enrolment policy of Grace Park Educate Together National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, directives of the school's Patron and following consultation with the school community.

The core value that determines enrolment of pupils in GRACE PARK ETNS in accordance with this enrolment policy, is equality of access and participation in the school for all children in our society whatever their social, religious, cultural or racial background and/or whether or not they have a disability or special educational needs.

In this policy, reference to parents is to be taken as including reference to guardians, reference to child is to be taken to include a child who has been adopted or fostered

and reference to siblings is to be taken as including reference to step siblings and foster siblings.

## **School Details**

Grace Park ETNS operates with the patronage of Educate Together. Parents are advised to familiarise themselves with the Educate Together ethos prior to applying to enrol their child in the school. Educate Together's Charter is attached in Appendix 2.

Grace Park ETNS is a co-educational National School and is equality based. It operates in accordance with relevant legislation, the Rules for National Schools and statutory regulations/directions/circulars issued from time to time by the Department of Education & Skills ("DES") and its Patron. It is dependent on grants, teaching and other resources provided by the DES, the National Council for Special Education ("NCSE") and the Health Service Executive ("HSE").

Grace Park ETNS is a developing school currently enrolls pupils into junior infants, the school will ultimately cater for pupils from junior infants to sixth class.

Grace Park ETNS follows the Curriculum prescribed by the DES and the Patron in accordance with the Act.

## **General Information**

The school day starts at 8.30 AM for all classes and finishes at 1.10 PM for junior & senior infants and at 2.10 PM for all other classes.

In determining the level of admissions, the Board of Management ("BoM") shall take account of DES regulations/circulars in relation to staffing, class size and pupil teacher ratios. The BoM shall also have regard to issues such as physical space, multi- grade classes and the presence of children with special educational and/or behavioural needs.

## **Eligibility Criteria**

Under the Rules for National Schools, a child may not be allowed to attend or be enrolled in a national school before the fourth anniversary of his/her birth.

At Grace Park ETNS to be enrolled, an applicant must be four years of age on or before **1<sup>ST</sup> of June** preceding the September in respect of which the application for enrolment into junior infants relates to.

## Enrolment Application Procedure

It should be noted that the submission of an online application does not confer a right to enrolment.

The official online application form must be used. This is available on our school website; [www.graceparketns.com](http://www.graceparketns.com). Postal and/or email applications will not be considered.

A separate application must be used in respect of each child's application for enrolment.

Pre-enrolments will open the year prior to admission on the first school Monday in January.

The strict deadline for receipt of fully completed online enrolment applications is 17.00 on the last Friday in May per calendar year.

Incomplete online applications **will not be considered**.

When an offer is made, the applicant must return the electronic acceptance of place form with birth certificate, PPS number and proof of address. The offer of enrolment will be deemed incomplete if:

1. The official electronic acceptance form is not fully completed, signed and dated
2. A copy of the applicant's birth certificate is not returned.
3. Where relevant, proof of address in the form of a utility bill in the name of one of the parents, which must be dated no later than three months prior to the date of the offer being made.

Failure to submit the birth certificate will mean that the offer is considered incomplete and will not be considered.

Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list and the offer of a place will not be made even where a place for that number on the waiting list becomes available.

Written notification of the decision regarding the application will be issued to parents within 21 days of the Closing Date and/or receipt of the completed application whichever is applicable.

Parents of applicants who have been offered a place must inform the school in writing, by completing and returning to the school an enrolment acceptance form, birth certificate and proof of address within 14 working days. Failure to do so will result in the place being forfeited and reallocated.

Pupils will, as a rule, only be admitted into junior infants during the month of September. Pupils may be admitted to Junior Infants during the school year provided they are transferring from another school and were enrolled in that other school during the month of September.

If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Applicants in respect of whom a fully completed application form has been submitted who are not successful in securing a place, will be placed on a waiting list in the order of priority of the categories listed below.

The waiting list will expire on **30th of September** per school year calendar.

### **Categories used to prioritise applications for enrolment**

The categories below, which are listed in order of priority, are used to determine the priority order given to applications when the number of applications received outnumbers the number of places available.

In the event of the number of applicants in Priority Categories 1, 2 & 3 outnumbering the remaining available places, places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled. In the event of the number of applicants in Priority Category 4 outnumbering the remaining available places, places will be offered in the chronological order of the date of receipt of complete applications.

If an applicant falls into a number of priority categories listed hereunder, s/he will be included in the priority category which affords her/him the highest priority.

#### **Priority Category 1:**

Applicants who are siblings of pupils currently enrolled in the school, for whom a complete application is submitted on or before the closing date.

#### **Priority Category 2:**

Applicants living in the area defined in Appendix 3/defined catchment area, for whom a complete application is submitted on or before the closing date.

**Priority Category 3:**

Applicants living outside the area defined in Appendix 3/defined catchment area, for whom a complete application is submitted on or before the closing date.

**Priority Category 4:**

Applicants for whom a complete application is submitted after the closing date in chronological order of date received.

**Pupils with Special Educational Needs**

Grace Park ETNS welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this enrolment policy.

In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required, the school requests that parents:

- Informs the school of any special needs as early as possible
- Ensures that copies of the child's medical and /or psychological report(s) are provided.

Where such a report is not available, and in the event that an applicant is accepted for enrolment, a request will be made that the Applicant be assessed immediately. Following receipt of the report, the BoM will assess how the school can meet the needs specified therein. Where the BoM deems that further resources are required, it will, request the DES and/or the NCSE and/or the HSE to 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.

**Code of Behaviour**

Pupils enrolled in Grace Park ETNS are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents are responsible for ensuring that their children co-operate with these policies.

## Refusal to Enrol

The school reserves the right to refuse enrolment to any applicant where:-

1. In exceptional circumstances, the BoM may refuse to enrol an applicant because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
2. The BoM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
3. The terms of this enrolment policy are not complied with parents of applicants so refused will be advised of their right to appeal the BoM's decision as outlined below.

## Appeal Procedure

Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be located on [www.education.ie](http://www.education.ie). This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

## Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 and 2003. Information obtained for the purposes of allocating places in the school to applicants 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. 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 BoM.