

# **Carrigaline Educate Together National School Roll Number 20310D**

## **Policy Documents**

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS). It is intended to help parents and guardians understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

## **Document Revision Table**

<b>Version</b>	<b>Description</b>	<b>Authors</b>
v1.0 - 26 <sup>th</sup> January 2009	<ul style="list-style-type: none"><li>• First version of enrollment policy added</li></ul>	Mel Thornton & Christine Donnery

## **School Contact Details**

**Principal:** Mel Thornton

**Board of Management Chairperson:** Billy Tague

**School Phone Number:** 021-4375616 or 087-7453659

**Address:**  
Carrigaline Educate Together National School,  
c/o Carrigaline United AFC,  
Ballea Road,  
Carrigaline,  
Co. Cork,  
Ireland

# Admissions Policy

The Admissions Policy of Carrigaline Educate Together National School provides for equality of access and participation in the school for all children in our society whatever their social, religious, cultural and racial backgrounds, regardless of any special educational need. It has been formulated in accordance with the 1998 Education Act. Siblings are not given priority. This is in accordance with present **Educate Together** policy.

Carrigaline Educate Together National School is a multi-denominational school under the patronage of **Educate Together**. The school follows the *Learn Together* ethical programme designed by **Educate Together**.

As the school does not have a defined catchments area, parents are required to place their children's names on a Pre-Enrolment List. Children are admitted strictly on a first come, first served basis based on the date of receipt of a fully completed Pre-Enrolment Application.

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

Children with special educational needs are welcome to enrol in the school and will be resourced in accordance with Department of Education and Science policy. The board may request copies of relevant reports or request that the child be assessed in order to assist the school in establishing the educational needs and services required.

Carrigaline Educate Together N.S. depends on the grants and teacher resources provided by the Dept. of Education & Science and operates within the regulations that are laid down from time to time by the Department.

The school follows the curricular programmes prescribed by the Dept. of Education & Science, which may be amended from time to time, in accordance with Section 9 & 30 of the Education Act (1998).

Carrigaline Educate Together N.S. is bound by the Dept. of Education & Science's *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

## Pre-enrolment & Enrolment Policy

Parents wishing to apply for a place for their child in Carrigaline Educate Together National School must complete and return a Pre-Enrolment Application Form. These forms are available from the school and on the school website at <http://www.carrigalineeducatetogether.ie>

1. On receipt of the completed form, the school's Enrolment Officer enters the child's name in the school's Pre-Enrolment List. The list will be kept in chronological order of all pre-enrolment applications received. When multiple applications are received on the same day they will be processed in order of the post mark or time recorded on form submitted on line. Where multiple applications have the same post mark, they will be processed in alphabetical order of the child's surname
2. The Pre-enrolment list will be stored on computer and in hard copy form in school files.
3. The Pre-enrolment application will be acknowledged by post or e-mail.
  - This letter is **NOT** an offer of a place in the school in any given year.
4. In the January preceding the September of a child's anticipated entry to school, parents of children who are on the school's pre-enrolment list for that year will be written to, to offer them a place in the school on a 'first come-first served' basis.

- It is essential that parents return a completed confirmation form to the enrolment officer by the specified closing date, or risk losing their place in the school.
5. After the closing date, essential documents will be forwarded to the parents. They are asked to return these completed forms as soon as possible, along with a copy of the child's birth certificate and the fee for the year's art & craft and stationery. An open night for all prospective parents will be held in February each year.
  6. An open day for all confirmed children will take place in the June prior to the September of entry to the school. Parents will be notified in writing of this date. If parents are unable to attend on this day, they are asked to inform the school.
  7. In the case of deferral of enrolment into Junior Infants, their pre-enrolment application is placed in the following year's file in accordance with the date and order the original form was received in.
  8. In the case of enrolment of pupils from senior infants to sixth class, individual arrangements will be made with the school for enrolment. Enrolment times and registration may vary depending on when vacancies arise. Mid-year enrolments of a child into any class are also subject to this.

Parents are reminded that it is their responsibility to keep the enrolment officer informed of any change of address or contact numbers. This applies even when there is a sibling enrolled at the school.

# Appeals

1. If a decision is communicated by CETNS to a parent indicating that the school is unable to accept their child, that parent may request a copy of the enrolment policy and enquire as to what section/sections of the policy justify the refusal
2. If unhappy with the explanation the parent may appeal the decision, in writing, directly to the Board of Management (BOM).
3. The BOM then considers the appeal and advises the parent, in writing, of its decision.
4. If the parent is dissatisfied with the outcome, the parent may then make an appeal to the Secretary General under Section 29 of the Education Act 1998. Appeals must generally be made within 42 calendar days from the date the decision was notified to the parent. This policy document has an appendix that contains prototypes of all the standard letters and forms from the school relating to the enrolment procedure.