

# Belmayne Educate Together



## Admissions and Enrolment Policy

In accordance with the provisions of the Education Act 1998, we entrust to parents that they will be assisted in relation to any enrolment matters.

The Chairperson and the Principal of Belmayne Educate Together National School, Belmayne North, Dublin 13, will be happy to clarify any matters arising from this policy.

The school secretary Paula Mc Carthy is primarily responsible for the enrolments of children and the paperwork linked to these enrolments.

## General Information

-The school caters for children from Junior Infants to Sixth class. It is co-educational. The children are taught a wide range of subjects: Irish, English, Mathematics, S.E.S.E., S.P.H.E., P.E., Music, R.E.C.C., History, Geography, Visual Arts, Drama and I.T. to support the objectives of the Revised Primary Curriculum.

-Our intake each year is two streams of Junior Infants

-School begins at 8:30 a.m. and finishes at 2:20 p.m. (1:20 p.m. for Infants). The school takes responsibility for children during this time.

-The school depends on the grants and teacher resources provided by the Department of Education and Skills. As a result we are obliged to respect this matter and operate within the regulations laid down by the Department. School policy must have regard to the resources and funding available.

-Belmayne ETNS follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

-While Belmayne ETNS works within the context and parameters of the Department of Education and Skills' 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 of children with a disability or other special educational need;
- equality of access and participation in the school;
- parental choice in relation to enrolment;

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**Belmayne Educate Together School, Belmayne Avenue, Dublin 13**

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secretary.belmayneet@gmail.com  
www.belmayne-etns.ie

Principal: Sinéad O'Meara  
Tel/Fax: 01-8296980  
Roll Number: 20308Q

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## National School

- **respect for diversity of values, beliefs, traditions, languages and ways of life in society.**

**-Decisions in relation to application for enrolment/admission are made by the Board of Management of the School in accordance within school policy. The same enrolment procedures applies to all students. There are no exceptions made in relation to age.**

### Procedure for Enrolment

- **Enrolments are processed online @[www.belmayne-etns.ie](http://www.belmayne-etns.ie). Children must be 4 by June 1st in the year that they are enrolled.**

**On receipt of online enrolments :**

- 1. The Secretary/Principal endorses each enrolment with an enrolment number and a date of receipt.**
- 2. Junior Infants must be four years of age on or before the June 1st of year of enrolment into Junior Infants.**
- 3. According to the school policy, Belmayne ETNS is bound by the Department of Education and Skills 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.**
- 5. Each child is placed on the list according to the enrolment number. If parents have twins or triplets, the children will be put on the list one after the other.**
- 7. Separate lists will be kept for each class for each year. Children will be ranked with a single enrolment number order among these lists.**
- 8. No guarantee of places is given or implied by pre enrolment.**
- 9. Siblings and children of staff are offered places first. They are offered in order of their enrolment number-places will be allocated on a First-Come-First-Served basis. Siblings include adopted and fostered children who are living in the family home.**

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The remaining children will be offered places strictly following the ranking of the enrolment numbers on the enrolment list: that is places will be allocated on a First-Come-First-Served basis.

10. The offering of places takes place before Xmas for the following September. Students are contacted if offered a place. Due to large waiting lists we do not contact everyone on the list.

11. The Board of Management must be in receipt of written acceptance of an offer made within 14 days of the offer being made. The parent/guardian failure to respond within 14 days will result in their child's place on the enrolment list being forfeited. If transferring from another school, a transfer certificate will be necessary.

12. It is the sole responsibility of parents to inform Belmayne ETNS promptly of any change of address, telephone number, email address or other relevant information /circumstances. A place will not be re offered based on information not being updated with the school.

13. Parents/Guardian enrolling Junior Infants may defer the child's place for one year only, provided the child will be under six years by June 1st 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 enrolment number. This does not guarantee an offer of a place, as places will be allocated strictly following the ranking of the enrolment numbers on the enrolment list/the offering of places to siblings.

14. Places that are deferred for Junior Infants by parents, who then wish their child to receive a place in an older class cannot be guaranteed.

15. If a child is not offered a place they do not automatically go the list for the next year. Parents must ask us to put them on the list.

16. Parents wishing to pre enrol a child in Senior Infants-6th class where classes are full may fill out an enrolment form and put their child's names on waiting lists.

17. Junior Infants who have taken up an offer of a place in the school and defer after the school year has begun will be treated as if the deferral had taken place before actual enrolment. Junior Infants' original enrolment may be deferred for a maximum of one year. Placement on the following year's enrolment list will be in accordance with original enrolment number (i.e. as if they had originally enrolled for the deferred year).

18. 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

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different class. This will be decided by the Board of Management in consultation with the Principal.

19. We expect children to attend school and parents enrolling their children must understand the effect non attendance has on the academic, social and emotional development of the child. Staff must report any children who miss 20 days or more.

20. If the 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 or staffing provisions, physical space and the health and welfare of children.

21. In relation to the pre enrolment/admission of children with special needs, Belmayne ETNS will request a copy of the child's medical and/or psychological report. The assessment report will assist Belmayne ETNS in establishing the educational needs of the child and to profile the support services required.

- If a child requires further resources/Support Staff/SNA's/Specialised Equipment not already available in the school, Belmayne ETNS will not be in a position to offer your child a place  
or

-If the pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education or in the opinion of the BOM of BETNS, the pupil poses an unacceptable risk to the health and safety of other pupils, to school staff or to school property.

22. The school's Code of Behaviour and Anti-Bullying Policy will be available in the school. Children enrolled in Belmayne ETNS will be required to co-operate with and support the School/Board of Management's Positive Behaviour Policy as well as all other school policies on curriculum, organisation and management. The Board of Management places parents/guardians responsible for ensuring their child(ren) co-operate with said policies.

Note:

In accordance with the Department of Education and Skill's rules for National Schools, these policies may be added to and revised from time to time.

John Hansen;

Chairperson, Belmayne ETNS.

November 2014

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