

Enrolment Policy & Procedure

Set by the School Manager on 1/09/08

Amended by the BOM on 3/3/09

1. On receipt on a completed Enrolment Form(s) the Enrolment Officer endorses each pre-enrolment form with a unique sequential pre-enrolment number. If more than one form is received on the same day, at the same time, they are numbered according to the chronological age of the children seeking enrolment/admission i.e. eldest child receiving priority. Junior Infants must be four (4) years of age on/before 31st August in the year for which they seek admission. According to the school policy, Aston Village Educate Together N.S. is bound by the Department of Education and Science Rules for National Schools, which provides that pupils may only be enrolled from the age of four(4) years and upwards. Compulsory attendance does not apply until the age of six (6).
2. Each child is placed on the list according to the pre-enrolment number. If parents have twins/triplets, the children will be put on the list one after the other.
3. Eight lists will be kept for each year, a list for Junior Infants, Senior Infants, First Class, Second Class, Third Class, Fourth Class, Fifth Class and Sixth Class. Children will be ranked in pre-enrolment number order on these lists.
4. No guarantee of places is given or implied by receipt of pre-enrolment forms.
5. Children for Junior Infants will be offered places strictly following the ranking of the pre-enrolment numbers on the pre-enrolment forms; that is, places will be allocated on a first come - first served basis. Children for non-Junior Infant Classes will be considered on an individual-by-individual basis for places, in accordance with the above listed considerations, if places become available in individual classes, and also, following the order on the pre-enrolment list.
6. The first offer of places will be made at the end of February for places in Junior Infants for the forthcoming September. Offers for places in other classes will be made if and when places become available in these classes. The offer package will include the offer letter, copies of the school Code of Behavior and Anti-Bullying Policies, a form to return accepting the place and policies and a special form titled "Registration Form" requesting the following information:
 - Pupil's Name, Date of Birth, Nationality, P.P.S Number and Address.
 - Details of any ethical or religious requirements parents wish to make known to the school.
 - Names and Addresses and Nationalities of pupil's Parent(s) / Guardian(s).
 - Contact Telephone Numbers.
 - Contact Telephone Numbers in the case of an Emergency.
 - Previous School and Class attended if any and reason for transfer if applicable.
 - Family Doctor Details.
 - Details of any special needs the child may have and assessment information
 - Details of any medical condition(s), which the school should be aware of.
 - Consent allowing the school to seek medical intervention in an emergency in the event of not being able to contact home.
 - Details of any special needs the child may have and assessment information.
 - Other relevant information (part 3).
7. The Board of Management must be in receipt of written acceptance of an offer made within fourteen (14) days of an offer being made. The items to be returned at this stage are, a completed copy of the Registration Form referred to in point six (6) above, a copy of the child's birth certificate, €25 administration fee, and a signed letter accepting the place and accepting the School Code of Behavior and Anti-Bullying policies. The parent(s) / Guardian(s) failure to respond within fourteen (14) days will result in their child's place on the enrolment list being forfeited.
8. Parent(s) / Guardian(s) enrolling Junior Infants may defer the child's place for one year, providing the child will be under six (6) by September 30th 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 pre-enrolment number. This does not guarantee an offer of a place, as places will be allocated strictly following the ranking of the pre-enrolment numbers on the pre-enrolment list.
9. 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 the actual enrolment. Junior Infants actual enrolment may be

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deferred for a maximum of one (1) year. Placement orders on the following year's pre-enrolment list will be in accordance with the original pre-enrolment number (i.e. as if they had originally enrolled for the previous year).

10. Except in exceptional circumstances, no Junior Infant who has not already been enrolled in another Junior Infant class will be enrolled after September 30th.
11. Non-Junior Infants cannot defer a place that has been offered to them. If an offer of a place is not accepted, the child will be removed from the pre-enrolment list and the Parent(s) / Guardian(s) must re-apply for the child and a new pre-enrolment number will be issued.
12. If a place is not offered and if the Parent(s) / Guardian(s) wish to put them on a list for the next year, they will be placed on that list with the original pre-enrolment number and put on the non-Junior Infant list for the following year. This offer will be issued by letter after September 30th. Parent(s) / Guardian(s) must reply by the date indicated in the correspondence; otherwise their child's place on the pre-enrolment list will be forfeited.
13. 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. This will be decided by the Board of Management in consultation with the Principal, subject to the provisions of section ten (10).
14. It is the sole responsibility of the Parent(s) / Guardian(s) to inform the school of any changes in the information requested on the Registration Form or any other relevant changes.
15. If the application 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 health and welfare of children and bearing in mind the Department of Education and Science recommended pupil/teacher ratio.
16. In relation to the enrolment/admission of children with special needs, Aston Village Educate Together National School will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed. (a) The assessment report will assist the school in establishing the education needs of the child and to identify the support services required.
 - (b) If a child requires further resources not already available in the school, e.g. Visiting Teacher, Special Needs Assistant, Resource Hours, specialised equipment or furniture, transport services; a request will be made to the Department of Education and Science to provide resources required to meet the needs of the child outlined in the report.
 - (c) The Principal will meet the parent(s) / Guardian(s) of the child and discuss the child's needs and the school's ability to meet these needs.
 - (d) However, it may be necessary to defer such enrolments/admissions pending the receipt of an Assessment Report and/or the provision of appropriate resources by the Department of Education and Science.
17. It is the policy of the Board of Management to consider applications for transfer to our school subject to space and according to the rules of the Department of Education and Science. All applications will be considered according to the above listed criteria.
18. The school shall seek such information from all the schools previously attended by students seeking transfer as are deemed necessary to assess the appropriate educational needs and requirements of the prospective students.
19. It is the policy of Aston Village Educate Together National School to communicate information concerning attendance and the child's educational progress to other schools (should pupils be requesting transfer from the school), if requested.
20. The school's Code of Behaviour and Anti-Bullying Policy is available in the school for inspection by parent(s) / guardian(s). Children enrolled in Aston Village Educate Together National School are required to co-operate fully with the school's Code of Behaviour and parent(s) / guardian(s) are required to agree to this in writing when enrolling their child(ren). Parent(s) / Guardian(s) are responsible for ensuring their child(ren) will co-operate with all policies in an age-appropriate way.

Note:

In accordance with the Department of Education and Science Rules for National Schools. This policy may be added to and/or revised from time to time. An Appeals Procedure is part of all school policies at Aston Village Educate Together National School.