



## **ENROLMENT POLICY**

### **LIMERICK SCHOOL PROJECT**

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The Board of Management of the Limerick School Project's Policy on the Enrolment/ Admission of children to its school is in line with the Education Act 1998. The Board trusts that this Policy will assist parents/guardians in relation to enrolment matters.

Richard Allen, Chairperson of the Board of Management and Orla McCoy,

Principal Teacher will be happy to clarify any further matters arising from the Policy.

In this policy the term parent includes guardians, adoptive and foster parents and any adult deemed to be in loco parentis.



## **Introduction/Rationale**

The Limerick School Project is a school that is Equality based, Co-educational, Democratically run and Child-centered, under the patronage of The Limerick School Project Company. There are 218 children and 13 teachers in the school including the principal, 8 of whom are class teachers and 4 learning support/resource teachers. There is one of each class from junior infants to sixth class. The school operates within the regulations laid down by the Department of Education and Science (DES) and depends on the grants and teacher resources provided by the DES. The school follows the curriculum as prescribed by the DES.

Within the context and parameters of the DES regulations and programmes, the rights and responsibilities of the patron as set out in the Education Act and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other educational need;
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school opens at 8.30am and finishes at 1.10pm for junior classes and 2.10pm for classes 1 to 6.

We welcome the enrolment of potential pupils to our school without distinction of gender, creed, ethnic origin, social or economic background, disability or other special educational need. We consider all applicants in order of application on a first come basis. Special allowance is made for siblings of existing pupils of the school, and for the children of staff in the school, provided the child's name has been placed on the



pre-enrolment list within one year of their birth. Likewise the particular situations of adoption and fostering are given consideration. We welcome children to the school in the years subsequent to Junior Infants, where the Board of Management deems this appropriate.

**Specific Objectives:**

Governing this policy at all times shall be the best interests of the child and the ability to provide the resources necessary to cater for the best interests of each and every child.

- The Board reserves the right to intake in accordance with the stated policy of the school namely being equality based, co-educational, child-centered and democratically managed.
- The Board of Management shall be the sole body responsible for enrolment, save as hereafter provides. Their decisions in relation to enrolment are final, save as hereinafter provided.
- The enrolment policy shall be divided as of one criteria appropriate for children entering Junior Infants and the second criteria for those entering school subsequent to the commencement of the Junior Infant programme.
- No guarantee of places will be given or implied by pre-enrolment.
- It is the sole responsibility of parents or guardians to inform the school promptly of any change of address, telephone number or other relevant circumstances.

**Click on the following section headings to bring you directly to that section.**

- (A) [Junior Infants](#)
- (B) [Exceptions to First Come First Served Rule](#)
- (C) [Intake subsequent to the commencement of Junior Infants](#)
- (D) [Allocation of Places](#)
- (E) [General Provisions](#)



**(A) Junior Infants**

Under the Education Act, a child may not be allowed to attend or be enrolled in a primary school before the fourth anniversary of his/her birth.

1. We recommend that the Enrolment Policy governing Junior Infants should be that a child is four years of age on or before the 1st of May of the enrolment year, and that parents or guardians who apply be notified in writing of this recommendation.
2. A document known as an Application Form should be completed by all parents or guardians who intend to apply for enrolment in the school. This should be completed at the earliest opportunity. This document shall be known as [Form No. 1](#). The Application Form shall contain the following information:

All information required by Primary Online Data including:

- (i) The name and address of the child
- (ii) The date of birth and gender of the child
- (iii) The names, addresses and contact numbers of the parents/guardians
- (iv) The PPS number of the child
- (v) The names and addresses of siblings and details of their schooling
- (vi) The nationality of the parents and the child.
- (vii) An original copy of the state birth certificate of the child shall be appended to the application. This will be copied and the original returned.

In this application, any special needs or any other factors that the Board of Management consider relevant should be in the Application Form. Click on this link [Form No. 1](#) to download **Form No. 1**.

3. Form No. 1 shall be received by the school and dated by the school on the date received. The date inserted by the school shall be conclusive as of date and priority in the application list. On receipt of completed application form a pre-enrolment number will be given to each applicant. If more than one application

- form is received on a particular day, these numbers are awarded on the post date on the envelope.
4. On receipt of Form No. 1, properly completed, the child's name shall be placed in a list in accordance with the date the Application Form is dated by the school.
  5. In or around the first week of December prior to the commencement of the appropriate Junior Infants class, regard shall be had to the list mentioned at (A) 3 above by the Board of Management or such persons delegated by the Board of Management to fulfill this role. The Board shall be entitled to decide how many children it will then invite to enroll. A letter of offer shall be sent to a designated number of children on a first come basis, save and except as outlined in point 6 below. (See process sheet)
  6. When a place is offered to a child, deferrals are considered in consultation with the Board or its delegated authority. Deferral may only be considered on the grounds of age or special needs. When a deferral is agreed, the child's name shall be placed chronologically on the list for the next school year that the original Form No.1 indicates.
  7. It is the duty of parents/guardians to advise on any special needs. In relation to applications for the enrolment of children with special needs it is open to the Board of Management, to request a copy of the child's medical and/or psychological report, or where such a report is not available to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. This can occur at any time subsequent to receipt by the school of Form No 1.

Following receipt of the report the Board should assess how the school could meet the needs specified in the report where the Board deems further resources are required, it should, prior to enrolment, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example access to or the provision of any or a combination of the following:

Visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school should meet with the parents or guardians of the child to discuss the child's needs and to discuss the schools suitability or capability in meeting those needs. If necessary, a full case conference involving all parties should be held, which may include parents/guardians, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs or psychologist as appropriate.

It may be necessary for Boards of Management to decide to defer enrolment of a particular child, pending;

- the receipt of an assessment report; and/or
- the provision of appropriate resources by the Department of Education & Science to meet the needs specified in the psychological or medical report.

8. The allocation of places is solely on approval and acceptance for enrolment by the Board of Management and/or its delegated authority.

[above \(Back to Introduction\)](#)

### **(B) Exceptions to First Come First Served Rule**

The only exceptions to the first come, first served rule are as follows, and such children shall have priority regarding the invitation to apply for enrolment, as follows:

1. Sibling right of entry: When that sibling is a pupil of the school and the Form No.1 has been completed in respect of the applicant child prior to his/her first birthday.
2. (a) Children of permanent school staff have a right of entry provided Form No.1 has been completed in respect of the child prior to his/her first birthday.  
  
(b) In the event of newly appointed staff, whose children do not qualify under paragraphs 1 or 2 (a) above, then the application for priority must be accepted by the Board of Management or its delegated authority.
3. Children who are adopted are considered siblings and shall have priority regarding an invitation to apply for enrolment providing the adoption is in being as and from the 1<sup>st</sup> of March prior to the date of the commencement of the Junior Infant year of that particular year.
4. Foster children shall have priority regarding the invitation to apply for enrolment under the same circumstances as that outlined in clause No.2 above. The Board of Management or its delegated authority shall, however, decide following

consultation with the involved parties, whether the nature of the foster care is such that it meets with the spirit that such exception should be granted. In this regard, the decision of the Board of Management or its delegated authority shall be final.

5. Sibling right of entry: When that sibling is a past pupil of the school and the Form No.1 has been completed in respect of the applicant child prior to his/her first birthday.

[above \(Back to Introduction\)](#)

**(C) Intake subsequent to the commencement of Junior Infants**

1. It is preferable that there be no intake into classes during the school year and this policy shall be taken into account in all applications for enrolment as it is the view that such intake can on balance be disruptive.

However, the Board recognises that as well as children leaving the school for various reasons during the school year, it may be necessary for children to join the school community during the school year.

2. No child shall be taken into the school under this heading without the consent of the Board or its delegated authority. In the event of the child being accepted into the school, an Application Form shall be furnished known as [Form No. 2](#). A copy of [Form No. 2](#) is appended hereto. The Application Form shall contain the following information:

All information required by Primary Online Data including:

- (i) The name and address of the child
- (ii) The date of birth and gender of the child
- (iii) The names, addresses and contact numbers of the parents/guardians
- (iv) The PPS number of the child
- (v) The names and addresses of siblings and details of their schooling
- (vi) The nationality of the parents and the child.
- (vii) An original copy of the state birth certificate of the child shall be appended to the application. This will be copied and the original returned.



(viii) All school reports and relevant data including any information regarding special needs.

3. The Board or its delegated authority shall take into account the following in deciding the allocation of these places:
  - i. Class size, including those children who are being educated in the same class as the previous year
  - ii. The special needs of the child
  - iii. Siblings and children of school staff
  - iv. Date of application
  - v. The information on the Application Form
  - vi. Any other facts that the Board or its delegated authority consider relevant and appropriate

[above \(Back to Introduction\)](#)

#### **(D) Allocation of Places**

1. The allocation of places to the Limerick School Project, whether at the commencement of Junior Infants or otherwise, shall be by way of letter and similarly in response, no other document or communication shall be considered as being a document or communication of acceptance.

[above \(Back to Introduction\)](#)

#### **(E) General Provisions**

1. This policy shall be implemented and govern all allocations of places in the Limerick School Project subsequent to the 1st January 2016.
2. In the event of a child not being in a position to take a place offered in the school and the Board of Management accept that the reason is such that special consideration should be given, then the child's parents or guardians shall be



offered the opportunity of leaving the child on a list and priority in relation to future applications for placement shall be given to that child, providing the child makes an application and there is such an appropriate place available. This list shall be kept in the school and shall be known as a “priority list”. Without prejudice to the generality of the foregoing, incapacity by way of illness shall be considered to be such an appropriate criterion.

### **Ratification and Review**

This policy was ratified by the Board of Management on 7<sup>th</sup> December 2015.

Chairperson of BOM: \_\_\_\_\_ Date: \_\_\_\_\_

It is scheduled for review in December 2016.

Educate Together, as patron, approved the manner of this policy’s publication on the

\_\_\_\_\_.

The Board of Management reserves the right to alter this policy, subject to its statutory obligations, including its obligations to Educate Together as patron. Should the policy be altered, applicant parents will be advised in writing, and will be supplied with an amended policy. All alterations will come into effect 30 days after the date of notification.



## Form No 1 Junior Infant Pre-enrolment Form

Use this form to put your child's name on the pre-enrolment list for the school.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ PPSN no: \_\_\_\_\_ Year of Entry: \*  
\_\_\_\_\_

Gender: \_\_\_\_\_ Nationality of Parent/guardian: \_\_\_\_\_  
\_\_\_\_\_ Nationality of Child: \_\_\_\_\_

What languages does your child speak? \_\_\_\_\_

Name(s) of parent(s) or guardian(s) – please print:  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No's: \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
\_\_\_\_\_ (Mob) \_\_\_\_\_ (Mob)

Name(s) and address (es) of siblings and details of their schooling – please print:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please note that the Enrolment Policy governing Junior Infants is that a child is four years of age on or before the 1<sup>st</sup> May of enrolment year



**Does your child have any illness/allergies or developmental difficulties of which you feel the school should be aware? Yes/No – if yes please give details:**

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**Please attach original state birth certificate for the child/children to this form. A copy will be taken and the original returned to you.**

- *The list determines the priority order for admission*
- *No guarantee of places will be given or implied by pre-enrolment.*
- *It is your responsibility to inform the school promptly of any change of address, telephone number or other relevant circumstances.*
- *If no response to our offer of a place is received within 14 days you will forfeit your child's place.*
- *Sibling right of entry can occur when that sibling is a pupil of the school and Form No 1 has been completed in respect of the child prior to his/her first birthday.*
- *Upon accepting a place, you must fill in all details required on the Primary Online data (POD) form.*
- *Please feel free to contact the school if you have any queries or require further information.*
- *For further information see our website: [www.limerickschoolproject.ie](http://www.limerickschoolproject.ie)*

**I have read and noted the above information.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Form No 2**  
**Post Junior Infant Pre-enrolment Form**

Use this form to put your child's name on the pre-enrolment list for the school.

**Child's Name:** \_\_\_\_\_ **PPSN No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Year of Entry:** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **Nationality of Parent/guardian:** \_\_\_\_\_  
\_\_\_\_\_ **Nationality of Child:** \_\_\_\_\_

**What languages does your child speak?** \_\_\_\_\_

**Name(s) of parent(s) or guardian(s) – please print:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone No's:** \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
\_\_\_\_\_ (Mob) \_\_\_\_\_ (Mob)

**Name(s) and address (es) of siblings and details of their schooling – please print:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has your child attended another primary school? Yes / No**

**If yes please communicate below. Your child's teacher should provide a written report.**

**Name of School:** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_



Address: \_\_\_\_\_

Does your child have any illness/allergies or developmental difficulties of which you feel the school should be aware? Yes/No – if yes please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach original state birth certificate for the child/children to this form. A copy will be taken and the original returned to you.

- *The list determines the priority order for admission*
- *No guarantee of places will be given or implied by pre-enrolment.*
- *It is your responsibility to inform the school promptly of any change of address, telephone number or other relevant circumstances.*
- *If no response to our offer of a place is received within 14 days you will forfeit your child's place.*
- *Please feel free to contact the school if you have any queries or require further information.*
- *Upon accepting a place, you must fill in all details required on the Primary Online data (POD) form.*

I have read and noted the above information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_