



## The Enrolment Process Policy

### Introduction:

This policy was drafted in 2020 to outline the enrolment process in Moneytown National School. All enrolments will be processed in accordance with the Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act

### The Enrolment Process:

Following the completion of an application form and the confirmation of admission from the Board of Management, parents / guardians are required to adhere to the following procedures.

To apply for a place in Moneytown NS, parents /guardians must complete an enrolment form and return it to the Board of Management for consideration.

For admissions after the commencement of the school year and / or to classes other than the intake group, parents /guardians of pupils transferring from other schools must complete an enrolment form and return it outlining the proposed date of transfer to Moneytown NS.

On receipt of a completed enrolment form, the Board of Management will

- acknowledge the application in writing and inform parents / guardians that the application will be considered under the Enrolment & Admissions Policy of Moneytown NS
- inform parents / guardians in writing that the receipt of application is not confirmation of a place
- inform parents / guardians in writing outlining when a decision will be made by the Board of Management
- inform parents / guardians in writing of the Board of Management's decision and where applicable, make offers of admission following completion of the admission process or inform parents / guardians that the application is on the waiting list
- in the case of a refusal, the Board of Management will inform the parents / guardians in writing of the appeals process under the Enrolment & Admissions Policy

## The Selection Criteria

Applicants will automatically be given an offer of admission if a vacancy is available and they meet the following criteria –

- new entrants from within the parish boundaries and the traditional catchment area of Moneystown who have siblings already attending the school and who were four before the 1<sup>st</sup> May of the proposed year of entry into Junior Infants
- children of staff
- Children from within the parish boundaries and the traditional catchment area of Moneystown (see enclosed map) who were four years old before the 1<sup>st</sup> May of the proposed year of entry into Junior Infants

All criteria will be on the basis that the eldest child has priority. A lottery system will apply in the event that of two or more pupils being tied for a place. Applicants who were not four before 1<sup>st</sup> May the year of their entry into Junior Infants, but who fulfil the other above-mentioned criteria, will be offered a place in the appropriate class level if available or, be put on a waiting list.

The Board of Management will only apply the selection criteria outlined in the admission policy when deciding on individual applications. As stated in the Admission Statement, and in line with the characteristic spirit and ethos of the school, the Board of Moneystown NS will enrol local children (irrespective of gender, race, civil status, family status, sexual orientation, religion, disability, member of the Traveller community, or special educational needs) to match the number of places available within the school. The number of spaces available will be decided by the Board of Management annually in September and will be determined by –

- current enrolment numbers and educational needs on a whole school, as well as individual class level
- floor space per pupil meeting DES guidelines (Rule 31, Rules for National School 1965) and consideration of health & safety concerns
- staffing levels and supports / resources available for forthcoming school year

The Board of Management reserves the right to review and amend the number of vacancies available as required. The vacancies will be decided annually in September and made available to all new applicants on request.

When the number of pupils seeking admission in classes **other than Junior Infants**, is greater than the number of places being made available by the school the following selection criteria will be implemented by the Board of Management –

1. Admission criteria shall give preference to proposed new entrants from within the parish boundaries and the traditional catchment area of Moneystown who have siblings already attending the school,

2. Children from within the parish boundaries and the traditional catchment area of Moneystown (see enclosed map)
3. Children of staff.
4. Proposed new entrants from outside the parish boundaries and the traditional catchment area of Moneystown who have siblings already attending the school,
5. The proposed new entrant must have been 4 years old by the 1<sup>st</sup> May of the year they commence / commenced Junior Infants. A pupil may be put on the waiting list if he / she meets criteria 1 or 2 above or, offered a place at the appropriate class level if younger than 4 years old by the 1<sup>st</sup> May of the year they commenced Junior Infants.
6. The Board of Management will place pupils on a waiting list if they meet the criteria above but the application exceeds the number of places available for that school year.

The Board of Management reserve the right to withdraw an offer of admission under the following circumstances:

- Failure by parents / guardians to accept an offer of admission in writing within 10 working days of notification by the Board of Management
- Failure by parents / guardians to sign and return acceptance of the Code of Behaviour
- Offer of admission may be withdrawn if an applicant has accepted a place in another school

**Success Criteria:**

This policy will provide clarity for parents / guardians in relation to the enrolment processes of Moneystown NS.

**Ratification:**

This policy was ratified by the Board of Management in September 2020 and will be reviewed annually.

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Chairperson

John Byrne

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Principal

Anne – Marie Morris

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

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