

## Pre-Enrolment Policy G.E.T.N.S.

This policy is set out in accordance with the provisions of the Education Act 1998. The Board of Management hopes to clarify the enrolment/admissions procedure by the publication of this policy and procedures document. Clarification of any aspect of the document may be sought from the Chairperson of the Board of Management or the school Principal at the school address and phone number.

Galway Educate Together NS (GETNS) is a multi-denominational school under the patronage of Galway School Project, an association limited by guarantee, and is also a member of Educate Together, the umbrella group for multi-denominational schools who subscribe to the Educate Together Charter. This Charter as well as other information about the Educate Together sector can be accessed at the website: [www.educatetogether.ie](http://www.educatetogether.ie)

Currently the staffing level in the school is: eight class teachers, three educational support teachers, a teacher for a Special Class for children with autism and an administrative Principal. There is also a part-time teacher for English as a second language, and a learning support teacher shared with two other schools. At present there are 6 Special Needs Assistants in both full-time and part-time capacity. The school is co-educational and has one class at each level from Junior Infants to 6th.

The school is a National school and as such operates in accordance with the rules for National schools and other regulations as may be laid down by the Department of Education and Science from time to time. It is also dependent on such grants and teacher resources as are provided by the Department. All school policies must have regard to the resources and funding provided. The school follows the curriculum programmes as prescribed by the Department of Education and Science, and these may be amended from time to time in accordance with sections 9 and 30 of the Education Act 1998.

Within the context and parameters of all the above, i.e.

- the regulations and programmes set down by the Department of Education and Science, in particular those relating to class size, staffing provision and accommodation
- the rights of the patron body as set down in the Education Act
- the funding and resources available
- the physical space in the school

the school supports the following principles:

1. inclusiveness with particular regard to the enrolment of children from all backgrounds; no child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances.
2. equality of access and participation in school.

Decisions in relation to pre-enrolment are made by the Board of Management. The basic criterion which is used is one of 'first-come, first-served'. As the school does not have a defined catchment area, parents are required to place their children's names on a 'pre-enrolment list'.

In accordance with the Education Act 1998, parents who feel that a child has been refused admission under one of the above categories may appeal the decision as laid down under section 29 of the Act. The procedures are laid out in Department of Education and Science circular 22/02.

This policy may be reviewed from time to time as deemed necessary by the Board of Management.

### **Pre-enrolment procedure**

Parents complete a pre-enrolment form for their child. Information requested is as follows:

- child's name / d.o.b. / gender and address
- Parent/guardians' names and addresses
- Contact telephone number
- If the child has special needs

The date when the form is received is entered on the pre-enrolment form, and the child's application is registered on the list for that year. An acknowledgement of receipt is sent to the parent. This does **not** constitute the offer of a place.

### **Offers of places:**

#### **Junior Infants**

Places in Junior Infants are offered firstly in January of the year the child will begin. The school continues to offer places according to the list until all the places are filled. Parents of children not offered a place will be notified by post and offered the opportunity to remain on the waiting list.

#### **Senior infants to Sixth Class**

The Principal, in consultation with the class teacher and the Board of Management will review availability of places in classes from Senior Infants to Sixth at regular intervals during the school year. Should a place be available the next child on the waiting list will be offered a place. These offers will continue until the class is deemed full.

#### **Children with special needs**

Before a child with special needs is offered a place in the school, the parents will be requested by the Principal to supply copies of any reports (medical/psychological) available. If the child has not been assessed, an immediate assessment may be requested.

The Principal will then meet with the parents to discuss the child's needs and to establish the school's suitability to meet those needs. The Principal will also make contact with the relevant professionals who have been dealing with the child. It may be necessary for the Board, in consultation with the Principal, to decide to defer enrolment of a particular child, pending:

- the receipt of an assessment report
- the provision of appropriate resources by the Department of Education and Science to meet the needs specified in the Psychological/medical reports.

The school's Code of Behaviour is appended. Parents / children enrolled in the school are required to abide by the provisions of this Code.

## **Enrolment Policy for Special Class for Children with Autism**

In May 2005, the teaching staff of GETNS have drafted this policy in accordance with the provision of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Act 2002. It is envisaged that by so doing, parents will be assisted in relation to enrolment. **General Information**

Name of School: Galway Educate Together National School

School Address: Thomas Hynes Rd., Newcastle, Galway

Telephone: 091 527887

Fax: 091 583065

e-mail: [galwayschproject@eircom.net](mailto:galwayschproject@eircom.net)

The Galway School Project Executive Committee is the patron of the school.

The Special class for children with autism was established in January 2005. The class opened without a multi-sensory room and to date has not been able to access the clinical back-up associated with special classes

### **Enrolment Procedure**

1. Registration process begins when the parents complete a pre-enrolment form.
2. This form secures a place on the waiting list
3. Applications will only be processed on the basis of all diagnostic and psychological reports being submitted to the Department of Education and Science for review by N.E.P.S. Following this review a recommendation that the special class is an appropriate placement may be referred to the Board of Management for acceptance.
4. A form incorporating family details and medical history is completed on enrolment day for children who have secured a place.

### **Enrolment Criteria**

As recommended by the Task Force on Autism (Government publication October 2001) the Special Class will be a full-time placement for children with Classic Autism or for AS/HFA (see report section 8.4.1(d)). The Board of Management is concerned to ensure that a child's placement is reviewed on a regular basis in order to ensure the placement continues to be appropriate. The maximum class size is six pupils. The class will use an eclectic approach to teaching as outlined

in Section 6.S. of the Task Force report, inclusion in mainstream classes will be encouraged in so far as it is in the best interest of the child and with due regard to the educational benefits to all children in the school.

If the number of children on the waiting list exceeds the number of places available, the 'first - come, first - served' policy will apply. Only children with a definite diagnosis of Classic Autism or A.S. / H.F.A. provided by a qualified professional will be offered places in the class.

Taking into account the Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding available, the school supports the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values and beliefs
- Traditions, languages and ways of life in society.

The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller or refugee status, political beliefs or family or social circumstances provided they fulfill the enrolment criteria. Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

- Necessary resources pertaining to enrolment are not available
- Sufficient classroom space is not available.

Taking all the above into account, and based on advise of the management team of the Special Class for children with autism, the Board of Management reserves the right of admission.