



Monkstown Educate Together

National School

Enrolment Policy and Procedures for Classes other than Junior Infants

Monkstown Educate Together NS

2017



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1. Monkstown Educate Together National School Enrolment Policy and Procedures for Classes other than Junior Infants

This policy is published by the Board of Management pursuant to Section 15(d) of the Education Act, 1998, and sets out the procedures governing admission of children to Monkstown Educate Together National School (METNS).

This policy sets out the enrolment policy effective June 1st, 2018 until further notice, and supersedes any previous policies.

2. General Information

METNS operates under the patronage of the Dalkey School Project, a company limited by guarantee, that is also a member of Educate Together. METNS is a National School and adheres to the regulations and programmes set down by the Department of Education and Skills (DES).

METNS embraces the Educate Together Ethos which has the following core principles; an Educate Together School is:

- **Child Centred**
- **Equality Based**
- **Co-Educational**
- **Democratically Run**

METNS operates two classes in each year.

METNS does not have a defined catchment area. Places are offered to children based on the criteria outlined in this document until classes are deemed by the Board of Management to be full. The Board's decision as to what constitutes a full class for any year depends on a range of factors including, but not limited to:

- Optimal pupil/teacher ratios
- Quality of education
- Specific educational needs of pupils
- Health and safety
- Available resources
- DES guidelines

This Enrolment Policy endeavours to provide for equality of access and participation in METNS for all children in society - whatever their social, religious, cultural or racial background and whether or not they have a disability or other special educational need.



3. Policy and Procedures

The Board of Management is responsible for enrolment. Policies around enrolment will be reviewed at regular intervals and/or as deemed necessary.

It is important to note the METNS receives many more applications that it can accommodate.

Parents/Guardians seeking to enrol their child/children in classes **from Senior Infants to Sixth Class** in METNS should submit an application to the school office on **the 1st of September, on any given year, by no later than 2.30pm on that date.** Any applications received after 2.30pm on 1st of September will be dated and recorded accordingly. Please note that there will be no priority given in relation to the time an application is received prior to the cut-off time of 2.30pm on 1st September.

Applications will be accepted by email, post or by hand, by the time and date specified in this policy.

All applications received by 2.30pm on 1st September will be considered. However, in line with the METNS Enrolment Policy, siblings of children who are currently pupils in the school will be given preference*. Any remaining available spaces, once siblings have been accommodated, will be allocated by a lottery system.

*Should a situation arise whereby one or more siblings have applied for a place in a particular year group, and where the demand is greater than places available, a lottery of siblings will take place.

This policy should be read in conjunction with other METNS policies, available on the school website or by request from METNS, and in particular the METNS Positive Behaviour Policy.

By accepting a place(s) in METNS it is accepted that you are agreeing to adhere to all the policies of the school.



**PARENTS/GUARDIANS ARE REMINDED THAT IT IS ESSENTIAL THAT THEY
KEEP METNS INFORMED OF ANY CHANGE OF ADDRESS OR CONTACT
NUMBERS. CHANGES OF ADDRESS MUST BE NOTIFIED IN WRITING TO
THE PEL OFFICER OF THE SCHOOL.**

**THIS APPLIES EVEN WHEN THERE IS A SIBLING ENROLLED AT THE
SCHOOL.**

**This policy was approved by the Board of Management of Monkstown
Educate Together in 2017.**