



## St Ailbe's N.S. Admission Policy

School Address; Emly, Tipperary, Co Tipperary

School Website: [www.emlyns.ie](http://www.emlyns.ie)

Roll number: 20467N

School Patron: Archbishop Kieran O Reilly Diocese of Cashel and Emly.

### 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 01<sup>st</sup> May 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Ailbe's N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### 2. Characteristic spirit and general objectives of the school

St Ailbe's N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Kieran O Reilly of Cashel and Emly.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and

- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and  
 (d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Ailbe's N.S. shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy is linked to other relevant policies within the school particularly our Code of Behaviour and Code of Discipline.

### 3. Admission Statement

St Ailbe's N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Enrolment forms must be completed including all supporting documentation required. Incomplete enrolment forms will not be considered.

**All denominational schools**

St Ailbe's N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

St Ailbe's NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. St Ailbe's NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

**Schools with special education class(es)**

St Ailbe's N.S. is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### 4. Categories of Special Educational Needs catered for in the school/special class

St Ailbe's N.S. with the approval of the Minister for Education and Skills, provides an education exclusively for students with Autism.

**(a) In the case of a mainstream school with a SEN class attached**

St Ailbe's N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with AUTISM (Autism Spectrum Disorder).

Decisions on successful enrolment in an Autism class in St Ailbe's N.S. are guided by the following criteria.

- The pupil must have a primary diagnosis of Autism Spectrum Disorder made by using the DSM1V or V or ICD10 made by a professional recognised clinical psychologist.
- There must be a recommendation by the medical professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child.
- An application Form for the Autism class provided by the school must be completed, signed and returned by the parents /guardians on behalf of the child.
- The form must be accompanied by an original birth certificate.

- This form must be accompanied by the most recent dated psychological assessment (within 2 years at date of application)
- This form must be accompanied by any other reports relating to the applicant e.g. Speech and Language, O.T. HSE, CALMHS
- This form must be accompanied by a full disclosure of all pre-existing medical needs of the applicant including all relevant reports in this context.

A copy of the code of behaviour will be provided to the applicant's parents.

Application for enrolment can only be considered if accompanied by signed Code of Behaviour indicating parents' willingness to abide by same.

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

St Ailbe's is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

### **School with special education class(es)**

The special class attached to St Ailbe's N.S. provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

The Application process formally begins with the submission of a signed and completed application form.

Before the Board of Management can consider a child's application for placement, all documents outlined in the above criteria must be submitted to the school before the closing date.

All applications received by the closing date will be considered by the Principal.

Late or incomplete applications will not be considered.

Following the closing date for application all applications will be reviewed by the Principal.

The Principal will review all applications and advise the Board of Management of those pupils who are eligible for enrolment.

The Board of Management will undertake to communicate to parents/guardians the decision of the Principal as soon as possible after the closing date.

The Board of Management will offer placements for enrolment within 21 days of the closing date. In accordance with the Education Welfare Act 2000 if placements are available.

The Board of Management of St Ailbe's N.S. wish to state that fulfilling the enrolment criteria does not necessarily ensure enrolment.

### **Offering and Acceptance of a Place.**

A letter of an offer of a place in the Autism class will be sent within 21 days of the final closing date for applications. The letter of offer includes an enrolment form and the code of behaviour which must be filled out, signed and returned to the school within 7 school days of the letter of offer being issued by the school.

If the school does not receive the completed Enrollment Form & signed Code of Behaviour within the 7 school day period it will be taken as a refusal of the allocated place. It will then be offered to the next child on the waiting list.

The parents /guardians of the child accepting a place will be invited to visit the school to meet with management in March. Any information requested by the parents prior to this meeting will be provided at this meeting.

The parents/guardians will be requested by the school to consent to a visit by the staff representative to the child's preschool /school /home setting to observe the child and speak of preschool or school.

The parents / guardians will be invited on another occasion to come with their child to the school to meet staff and see classroom

Unsuccessful applicants are free to apply for a place for the following school year (in accordance with Autism class enrolment policy)

The first year will be used to:

Assess the child's needs to aid in identifying and setting appropriate targets which leads to the formulation of an IEP (Individual Education Plan)

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- 1 Pupils currently enrolled in our mainstream school with a recommendation for a place in a special class and seeking to transfer to the Autism class
- 2 Applicants who are siblings of existing pupils of St Ailbe's N.S.
- 3 Applicants that are domiciled within the parish of Emly (proof may be required)
- 4 Applicants that are children of staff members.
- 5 Distance from the applicant's residence to the school. (Distance calculated using google maps and Eircode)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Eircode will be used to calculate which child is the nearest to the school.

## 7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
  - (I) an early intervention class, or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
  - (other than in relation to:
    - admission to (a) (b) our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; (See page 3)
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
  - (other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending the school)
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.



This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to St Ailbe's N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## 10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Ailbe's N.S. you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## 11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St Ailbe's N.S. where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## 12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## 13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Ailbe's N.S. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Ailbe's N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.



Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

#### 15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Ailbe's N.S. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Ailbe's N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 1<sup>st</sup> October**

## 16. Declaration in relation to the non-charging of fees

The board of St Ailbe's N.S or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## 17. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

## 18. Reviews/appeals

### Review of decisions by the board of Management

The parents/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister

under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was ratified by the Board of Management of St Ailbe's N.S. on 27 April 2020.

The Policy was amended as per 0075/2022 on 06/12/2022

This Policy was reviewed in September 2023.

This policy was reviewed in October 2024.

Signed: \_\_\_\_\_ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



## School Enrolment Form St. Ailbe's N.S. Emlly

**Note: All forms must be completed in full and returned to the school, along with a Birth Certificate. Completion of this form does not guarantee your child a place in the school.**

Name of Child (in full, as on Birth Certificate)

\_\_\_\_\_

Address at which child resides:

\_\_\_\_\_

\_\_\_\_\_

Proof of address is required, e.g. ESB bill, Telephone bill.

Telephone No:

Date of Birth: \_\_\_\_\_ PPS No; \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of

Birth:

\_\_\_\_\_

If not born in Ireland, date on which child arrived in Ireland:

\_\_\_\_\_

Mother's Nationality: \_\_\_\_\_ Father's Nationality \_\_\_\_\_

**\*If you change your mobile number during the school year please inform us immediately as it is vital to keep records up to date in case of an emergency.**

Father's Name: \_\_\_\_\_ Present employment: \_\_\_\_\_

Work telephone No: \_\_\_\_\_ Mobile No \_\_\_\_\_

Email address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Present employment: \_\_\_\_\_

Work telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Present employment: \_\_\_\_\_

Work telephone No: \_\_\_\_\_ Mobile

No: \_\_\_\_\_

Is the child living with both parents

Position of child in family (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc) \_\_\_\_\_ Number of children in the family: \_\_\_\_\_

Religious denomination: \_\_\_\_\_

If your child was baptised please state where it took place:

\_\_\_\_\_ Date of baptism: \_\_\_\_\_

Did you child attend preschool: \_\_\_\_\_ For how long: \_\_\_\_\_

Where? \_\_\_\_\_

At what age did your child begin to speak: \_\_\_\_\_

Does he/she speak well?

\_\_\_\_\_

Has you child ever had a psychological assessment?

Has your child ever received a speech and language report?

\_\_\_\_\_

Name of brother/sister in this school:

Class: \_\_\_\_\_

Please give names, addresses and phone numbers of the people who have permission to collect your child from school. If there is any change in this routine **please inform the school in writing.**

**Person who usually collects child(ren)**

_____	Phone
_____	
_____	Phone
_____	
_____	Phone
_____	
_____	Phone
_____	

Parents and legal guardians are entitled to be consulted and informed about their child's education and are entitled to access to their child during school hours. If there is any change in this regard or if there is any other information which you think may be relevant **it is very important that the school is informed immediately.**



**Other relevant information:**

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**School Emergencies/Sickness/Unexpected Closures, etc.**

The following information will be used by the school in the event of:

- Your child feeling sick
- An emergency occurring while the school is in operation, making it necessary to close the school. In such an emergency, it is advisable to ensure the safe return home of pupils
- An unexpected closure of the school.

**If my child gets sick, or the school has to close unexpectedly, etc** and there is no one at home/the school is unable to contact me, please provide the name, telephone number and address of two other people you nominate for us to contact. We will ask this person to come and collect your child/children.

**Person the school will contact:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

Tel/mobile: \_\_\_\_\_ Tel/mobile: \_\_\_\_\_

**Medical Emergency/Accident**

That in the event of an emergency or accident, a member of staff will use his/her discretion and bring your child to a Doctor/Hospital. Every effort will be made to contact you.

I authorise that at their discretion a member of staff may bring my child/children to a Doctor/Hospital if an emergency arises.

**Signed (Parent/Guardian):** \_\_\_\_\_

List of Children \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Family Doctor (Only if you wish)**

Doctor's Name \_\_\_\_\_ Telephone No: \_\_\_\_\_

Do your child/children have any specific medical condition (e.g. asthma, eyesight, hearing etc.) or emotional problems which may affect your child at school?

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**It is the responsibility of parent(s)/guardian(s) to notify the school of any food allergies.** Do your child/children have an allergic reaction to medication or food?

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Is there any other relevant information about your child/children which we should know? \_\_\_\_\_

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I consent to my child's participation in the RSE Programme

**Parents Signature:**

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I consent to my child's participation in the Stay Safe Programme

**Parents Signature:**

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Screening Tests are carried out in the school on all children from Infants to 6<sup>th</sup> Class. I allow my child to do these tests.

**Parents Signature:**

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During your child's time in [Insert School Name], it may be necessary from time-to-time for teachers to carry out diagnostic testing with your child on an individual basis in order to help them in their educational development. I give permission for any necessary diagnostic tests to be carried out with my child.

**Parents Signature:**

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I give permission to allow my child to attend the Learning Support/Resource teacher if deemed necessary.

**Parents Signature:**

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I give permission to allow my child's photograph/image to be included in school-related activities, competitions etc.

**Parents Signature:**

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I give permission to allow my family details (name, address, date of birth, etc.) to be given to agencies such as HSE (school nurse, doctor, dentist), etc.

**Parents Signature:**

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I acknowledge that I have received, read and accepted the School General Policy, Code of Behaviour, Anti-Bullying Policy, Substance Use Policy, Internet Use Policy and RSE Policy of [Insert School Name]. Having discussed and explained same with my child and I agree to abide by same.

I wish to enrol my child \_\_\_\_\_

I declare the above information to be correct and understand that it will be treated as confidential.

**Signed:**

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

**Please ensure that you have included a Birth Certificate and Baptismal Certificate (if your child was Baptised) with this form. These documents will be photocopied and returned to you.**

**Principal's  
signature:**

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

Birth Certificate received: Yes  No

Baptismal Certificate received: Yes  No  Not applicable

## To be completed if your child is transferring from another Primary School

Previous School:

Address:

Telephone:

What class was your child in when he/she left the school?

Reason for Transfer:

Have you enclosed a copy of the most recent school report and attendance record? Yes  No

**N.B. All forms: must be completed in full and returned to the school before a new pupil will be enrolled in the school. Proof of address must accompany application.**

- Internet Permission Form
- General School Policy and Code of Behaviour

- RSE Policy Consent Form
- Substance Use Policy Consent Form
- Medical Form
- Enrolment Application Form
- Birth Certificate

**Note: We require reports from previous schools in order to meet the needs of your child.**

Give details of any health conditions (e.g. asthma, eyesight, hearing, allergies, etc.) or emotional problems which may affect your child at school

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Has your child any physical or mental disabilities? If so are there any specific equipment/ resources that the school will require for your child?

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## Appendix 2

### Placement Review

All placements will be reviewed annually in order to ensure that the placement continues to be appropriate for each child.

### Discharge policy.

It is school policy to facilitate the discharge of pupils from the unit once they have completed a maximum of 8 years' primary education in St Ailbe's N.S. The Board of management reserves the right to discharge a pupil if following a placement review the Admissions team after consultation with the parents/guardians feel that placement is not appropriate. Discharge from the special class may also happen if a pupil is fully integrated into the mainstream school.

## Appendix (3)

### Enrolment Registration Form

This form should be used to obtain

- SEN information
- Emergency contact details
- Medical details
- Birth/Baptismal Certificates
- Guardianship/custody/access arrangements (please refer to the guardianship information sheet that can be found in the resources section of [www.stsenansed.ie](http://www.stsenansed.ie)).
- Other information sought by the school