

Enrolment Policy

**Approved by
Board of Management May 2016**

INTRODUCTION

Hansfield Educate Together Secondary School (Hansfield ETSS) is a multidenominational, co-educational secondary school recognised by the Department of Education and Skills (DES). As such, it operates within the regulations laid down by the DES. The school follows the curricular programmes prescribed by the Department, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998.

AIM

Hansfield ETSS aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21st century.

VISION

Hansfield ETTS is committed to pursuing excellence by promoting '*learning through discovery*'. It will work towards building a culture of respect, honesty and fairness within the whole school community and creating an environment that is safe, caring and encouraging for all students.

Our vision is for a new model of second-level schooling, that places the student – your child – at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use modern and innovative teaching and learning methods to enable each individual student to reach their full academic and social potential.

ETHOS

Educate Together schools are committed to the principles and values laid down in Educate Together's Charter and further developed in the Educate Together Blueprint for second level schools. Our schools are learner-centred, equality based, co-educational and are run democratically.

This means that all members of the Hansfield ETSS school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. The ethos provides a strong moral, ethical and spiritual framework for the whole school community, and informs all policies and practices in the daily life of the school.

To support the ethos, students follow a programme ethical education and practice which includes learning about different religions and belief systems and promotes respect for the environment, other people and our community.

In addition, the Board of Management and the school management upholds the characteristic spirit of the school when developing and implementing policies and making decisions.

ADMISSIONS

The Admissions Policy for Hansfield ETSS is published in accordance with the requirements of the Education Act, 1998 and reflects the educational philosophy and aims of Educate Together, the patron body. The admissions policy also reflects the school's vision and the ethos upon which the school has been founded.

Admission to First Year

Applicants must have reached twelve years of age by January 1st of their first year in Hansfield ETSS and should be no older than is appropriate to their peers.

Applications will be accepted from students who are in 6th class in primary school. Students should have completed a primary school programme including 6th Class or equivalent.

The applicant's original birth certificate must accompany applications.

Students with special educational needs, who meet the above criteria for admission, are welcome to apply to the school.

Hansfield ETSS is committed, within its resources, to doing all that is reasonable to accommodate students with special needs. The Board of Management and principal must, therefore, be made aware of any special needs as early as possible so that these needs can be assessed and addressed where possible.

To assist the Board of Management in meeting student needs it is essential that the school is fully informed during the application process of the student's educational history and any special resources already in place in primary school.

Hansfield ETSS reserves the right to limit the number of incoming first years if it is deemed necessary to do so. While every effort will be made to cater for all eligible applicants capacity is dependent on resources provided by the Department of Education and Skills. In the first instance, places will be offered to applicants in the following priority order:

a) Priority 1 – Catchment Area

Students who reside permanently in named housing estates or streets in Castaheany, Ongar, Hansfield, Phibblestown and Littlepace (see appendix 1).

Students who satisfy the above criteria have automatic access if places are available in the school.

Where residency is the criterion for enrolment according to Appendix 1 proof of residence will be sought for example 2 utility bills such as Electricity Supply, Gas Supply, Phone Bill (landline), UPC.

If the number of applications exceeds the number of places available, in the first instance, siblings of existing students will be offered a place, after which a process of random selection will apply. The remainder will be placed on a waiting list.

b) Priority 2 – Educate Together

Students who at time of application attend an Educate Together national school.

If the number of applications exceeds the number of places available, in the first instance, siblings of existing students will be offered a place, after which a process of random selection will apply. The remainder will be placed on a waiting list.

c) Priority 3 - All other applicants

Where demand exceeds the number of places available after Priority 1 and 2 have been addressed, siblings of existing students will be taken first after which random selection will apply. The remainder will be placed on a waiting list.

Waiting Lists

a) Applications received by closing date

Where further places become available these will be offered with reference to the priority order set out above.

b) Applications received after the closing date

Applications received after the closing date will be placed on a waiting list.

Places will be offered on a first come basis after the waiting list at A above have been processed.

Enrolment During School Year or in a Follow-on Year

a) During School Year

Applications for enrolment into first year after the commencing of the school year will be considered at the discretion of the board of management in the context of the following criteria:

- The student has just arrived to live in Ireland
- The student has just arrived to live in the catchment area
- Report from schools previously attended.

b) Follow-on-Years

Applications for enrolment into a year other than first year will be considered at the discretion of the board of management in the context of the following criteria:

- The student has just arrived to live in Ireland
- The student has just arrived to live in the catchment area
- Report from schools previously attended.

In general, they will not be considered after 1st October except where the student has just arrived to live in Ireland.

Random Selection

When random selection is necessary it will be conducted by a subcommittee of the board to include:

- 2 members of the Board of Management
- 1 nominee of the Parents Association
- 1 external observer.

Right to Refuse Enrolment

Hansfield ETSS recognises the right of parents/ guardians to enrol in the school. However, it has a responsibility to respect the rights of other students, and in particular, students already enrolled. This requires balanced judgements which are guided by the principles of natural justice and acting in the best interests of all students.

The Board of Management seeks to promote the greatest good for the student body. It, therefore, reserves the right to refuse enrolment to any student in exceptional circumstances (Education Welfare Act, 2000 S (24), Education Act, 1998 S (29) and Department Circular letter M48/01.

Examples of such exceptional cases include:

- Where, in the opinion of the Board of Management, the applicant poses an unacceptable risk to other students, staff or school property
- Where a report from another school indicates that the applicant's behaviour record could be detrimental to the safety, welfare and education of students and staff at Hansfield ETSS.
- Where the applicant has been excluded (formally or informally) from another school for causing serious disruption to the learning environment, drugs related offences, sexual assault or violence
- Where the applicant and their parent /guardian refuses to work in partnership with the college or co-operate with the Code of Positive Behaviour.

The list is not exhaustive.

APPEALS

Parents/guardians and /or students over 18 years of age may appeal a decision by the school to refuse to enrol, to suspend for a period of 20 days or more or to exclude to the Board of Management and failing this to The Secretary General of the Department of Education and Skills under Section 29 of the Education Act, 1998. Such appeals should be in writing and made within 42 days of the notification of such a decision (cf. Circular M48/01.)

Ratified in May 2016. The Policy will be reviewed in March 2017.

Appendix 1: Hansfield ETSS Enrolment 2016/2017

Procedure for Student Applications for September 2017

- Application forms will be made available from end of May 2016.
- Forms can be obtained from the school Hansfield ETSS, Barnwell Road, Hansfield, Dublin 15.
- Forms can also be downloaded from the Hansfield ETSS website www.hansfieldsecondary.ie.
- The closing date for receipt of completed application forms is Friday, 21st October 2016.
- Offers of places will begin on Friday, 11th November 2016
- Failure to respond to an offer of a place in writing within 14 days of the offer being made will result in the place being forfeited.
- Places will be offered in order of priority i.e. Priority 1, 2 and 3. Where demand for places exceeds the number of places available a waiting list will be created.
- Anyone applying after 21st October 2016 will be placed on a second waiting list and offered a place only after waiting lists from applicants received before the closing date (21st October 2016) have been cleared.

Appendix 2: HETSS Catchment Area

Street	Area	Catchment	Area
Allendale Square	Allendale	Yes	
Allendale Close	Allendale	Yes	
Allendale Copse	Allendale	Yes	
Allendale Court	Allendale	Yes	
Allendale Drive	Allendale	Yes	
Allendale Elms	Allendale	Yes	
Allendale Glade	Allendale	Yes	
Allendale Glen	Allendale	Yes	
Allendale Green	Allendale	Yes	
Allendale Grove	Allendale	Yes	
Allendale Heath	Allendale	Yes	
Allendale Lawn	Allendale	Yes	
Allendale Place	Allendale	Yes	
Allendale Rise	Allendale	Yes	
Allendale Terrace	Allendale	Yes	
Allendale View	Allendale	Yes	
Allendale Walk	Allendale	Yes	
Beechfield Avenue	Beechfield	Yes	
Beechfield Close	Beechfield	Yes	
Beechfield Court	Beechfield	Yes	
Beechfield Drive	Beechfield	Yes	
Beechfield Green	Beechfield	Yes	
Beechfield Heights	Beechfield	Yes	
Beechfield Lawns	Beechfield	Yes	
Beechfield Meadows	Beechfield	Yes	
Beechfield Place	Beechfield	Yes	
Beechfield Rise	Beechfield	Yes	
Beechfield Road	Beechfield	Yes	
Beechfield View	Beechfield	Yes	
Beechfield Way	Beechfield	Yes	
Castaheany	Castaheany	Yes	
Castlegrange Drive	Castlegrange	Yes	
Castlegrange Avenue	Castlegrange	Yes	
Castlegrange Green	Castlegrange	Yes	
Castlegrange Gardens	Castlegrange	Yes	
Castlegrange Row	Castlegrange	Yes	
Castlegrange Terrace	Castlegrange	Yes	
Castlegrange Park	Castlegrange	Yes	
Castlegrange Lawn	Castlegrange	Yes	

Deerhaven Walk		Deerhaven	Yes
Deerhaven Avenue		Deerhaven	Yes
Deerhaven Close		Deerhaven	Yes
Deerhaven Park		Deerhaven	Yes
Deerhaven Crescent		Deerhaven	Yes
Deerhaven View		Deerhaven	Yes

Barnwell			Yes
Barnwell	Avenue	Hansfield	Yes
Barnwell	Close	Hansfield	Yes
Barnwell	Court	Hansfield	Yes
Barnwell	Crescent	Hansfield	Yes
Barnwell	Drive	Hansfield	Yes
Barnwell	Green	Hansfield	Yes
Barnwell	Lane	Hansfield	Yes
Barnwell	Place	Hansfield	Yes
Barnwell	Road	Hansfield	Yes
Barnwell	Terrace	Hansfield	Yes
Barnwell	Way	Hansfield	Yes

Hazelbury	Green	Hazelbury	Yes
Hazelbury	Park	Hazelbury	Yes
Hunters	Run	Hunter Run	Yes

The	Close	Hunter Run	Yes
The	Drive	Hunter Run	Yes
The	Glade	Hunter Run	Yes
The	Grove	Hunter Run	Yes
The	Park	Hunter Run	Yes
The	Rise	Hunter Run	Yes
The	View	Hunter Run	Yes
The	Way	Hunter Run	Yes
The	Wood	Hunter Run	Yes

Latchford	Close	Latchford	Yes
Latchford	Court	Latchford	Yes
Latchford	Drive	Latchford	Yes
Latchford	Green	Latchford	Yes
Latchford	Park	Latchford	Yes
Latchford	Place	Latchford	Yes
Latchford	Row	Latchford	Yes
Latchford	Square	Latchford	Yes
Latchford	Terrace	Latchford	Yes
Latchford	Walk	Latchford	Yes

Linnetfields	Avenue	Linnetfields	Yes
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Linnetfields	Close	Linnetfields	Yes
Linnetfields	Court	Linnetfields	Yes
Linnetfields	Drive	Linnetfields	Yes
Linnetfields	Green	Linnetfields	Yes
Linnetfields	Park	Linnetfields	Yes
Linnetfields	Rise	Linnetfields	Yes
Linnetfields	Square	Linnetfields	Yes
Linnetfields	View	Linnetfields	Yes
Linnetfields	Walk	Linnetfields	Yes

Littlepace	Close	Littlepace	Yes
Littlepace	Court	Littlepace	Yes
Littlepace	Crescent	Littlepace	Yes
Littlepace	Drive	Littlepace	Yes
Littlepace	Gallops	Littlepace	Yes
Littlepace	Meadows	Littlepace	Yes
Littlepace	Park	Littlepace	Yes
Littlepace	View	Littlepace	Yes
Littlepace	Walk	Littlepace	Yes
Littlepace	Way	Littlepace	Yes
Littlepace	Woods	Littlepace	Yes

Pace	Avenue	Littlepace	Yes
Pace	Crescent	Littlepace	Yes
Pace	Road	Littlepace	Yes
Pace	View	Littlepace	Yes

Manorfields	Avenue	Manorfields	Yes
Manorfields	Close	Manorfields	Yes
Manorfields	Crescent	Manorfields	Yes
Manorfields	Dale	Manorfields	Yes
Manorfields	Drive	Manorfields	Yes
Manorfields	Green	Manorfields	Yes
Manorfields	Rise	Manorfields	Yes
Manorfields	Road	Manorfields	Yes
Manorfields	View	Manorfields	Yes
Manorfields	Walk	Manorfields	Yes

Chipping	Row	Ongar	Yes
Chipping	Terrace	Ongar	Yes
Lilys Way		Ongar	Yes
Mainstreet	Ongar	Ongar	Yes
Manor	Place	Ongar	Yes
Manor	Square	Ongar	Yes

North	Street	Ongar	Yes
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Ongar Square	Ongar	Yes
Sweeney Mews	Ongar	Yes
The Avenue	Ongar	Yes
The Crescent	Ongar	Yes
The Mall	Ongar	Yes
The Paddocks	Ongar	Yes
The Stables	Ongar	Yes

Willans Avenue	Ongar	Yes
Willans Court East	Ongar	Yes
Willans Court West	Ongar	Yes
Willans Drive	Ongar	Yes
Willans Green	Ongar	Yes
Willans Grove North	Ongar	Yes
Willans Grove South	Ongar	Yes
Willans Lane North	Ongar	Yes
Willans Lane South	Ongar	Yes
Willans Park	Ongar	Yes
Willans Place East	Ongar	Yes
Willans Place West	Ongar	Yes
Willans Rise	Ongar	Yes
Willans Row	Ongar	Yes
Willans Way	Ongar	Yes

Annaly Grove	Ongar	Yes
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Delhurst Avenue	Ongar	Yes
Delhurst Close	Ongar	Yes
Delhurst Court	Ongar	Yes
Delhurst Lane	Ongar	Yes
Delhurst Mews	Ongar	Yes
Delhurst Terrace	Ongar	Yes

Hayworth Close	Ongar	Yes
Hayworth Court	Ongar	Yes
Hayworth Drive	Ongar	Yes
Hayworth Mews	Ongar	Yes
Hayworth Place	Ongar	Yes
Hayworth Rise	Ongar	Yes
Hayworth Terrace	Ongar	Yes

Annaly Drive	Ongar	Yes
Annaly Terrace	Ongar	Yes
Delhurst Avenue	Ongar	Yes
Stralem Court	Ongar	Yes
Stralem Crescent	Ongar	Yes

Stralem	Grove	Ongar	Yes
Stralem	Mews	Ongar	Yes
Stralem	Terrace	Ongar	Yes
Barry Lane		Ongar	Yes
Blackwood	Close	Ongar Chase	Yes
Blackwood	Crescent	Ongar Chase	Yes
Blackwood	Drive	Ongar Chase	Yes
Blackwood	Lawn	Ongar Chase	Yes
Blackwood	Mews	Ongar Chase	Yes
Blackwood	Park	Ongar Chase	Yes
Blackwood	Place	Ongar Chase	Yes
The Drive		Pheasant Run	Yes
The Green		Pheasant Run	Yes
The Grove		Pheasant Run	Yes
The Park		Pheasant Run	Yes
Phibblestown Avenue		Phibblestown	Yes
Phibblestown Wood		Phibblestown	Yes
Ravenswood Avenue		Ravenwood	Yes
Ravenswood Crescent		Ravenwood	Yes
Ravenswood Drive		Ravenwood	Yes
Ravenswood Green		Ravenwood	Yes
Ravenswood Lawn		Ravenwood	Yes
Ravenswood Rise		Ravenwood	Yes
Ravenswood Road		Ravenwood	Yes
Ravenswood View		Ravenwood	Yes
Rosedale Crescent		Rosedale	Yes
Rosedrive Drive		Rosedale	Yes
Thornberry Square			Yes