

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 that is, 1st January 2017 and should be no older than is appropriate to their peers.

For September 2016, applications will be accepted from students who are in 6th class in primary school during 2015/16 school year. 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), and 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 in prioritised order 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 general they will not be considered after 1st October except where:

- 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.

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, 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 for follow-on years.

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.
- Offer of places will begin on Friday, 11th November 2016
- Failure to respond to an offer of a place in writing within 14 days may 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 @ 4pm) have been cleared.

Appendix 2: Hansfield ETSS Catchment Area

Estate Name
Allendale
Beechfield
Castaheany
Castlegrange
Deerhaven
Barnwell
Hansfield
Hazelbury
Hunter Run
Latchford
Latchford
Linnetfields
Littlepace
Littlepace
Manorfields
Ongar
Ongar Chase
Pheasant Run
Phibblestown
Ravenwood
Rosedale
Rosedale
Thornberry Square