

## **TANEY PARISH PRIMARY SCHOOL – ENROLMENT POLICY**

### **1. GENERAL**

- 1.1 Taney Parish Primary School, Sydenham Villas, Dundrum, Dublin 14, Tel: 2985015, is a co-educational national school in the State education system under the patronage of the Church of Ireland Archbishop of Dublin.
- 1.2 The school was originally established as a parochial and charitable school for the underprivileged of the parish in 1792. The present school building was built as a six-teacher school and opened in November 1970. It was subsequently extended in 1994 and is currently a 21-teacher school.
- 1.3 Taney School caters for pupils aged between 4 years and 12 years who are functioning from the above average range to the Mild General Learning Difficulties range. There are 446 pupils (229 boys, 217 girls, 30<sup>th</sup> September 2010).
- 1.4 The school is a double-stream school, with two classes at each standard from Junior Infants to 6<sup>th</sup> Class. Pupils normally enrol and attend at the school after their 4<sup>th</sup> birthday and leave after their 12<sup>th</sup> birthday.

### **2. THE RATIONALE FOR HAVING A SCHOOL ENROLMENT POLICY**

- 2.1 The school's catchment area has historically been the parochial boundary of the Church of Ireland Parish of Taney and, in the first instance, exists to cater for the children of families of the Church of Ireland Parish of Taney.
- 2.2 The school is very popular in the wider community of Dundrum and has always attracted applications from this wider community.
- 2.3 The Education Act, 1998, Section 15.2 (d), requires the school to "publish, in such manner as the Board with the agreement of the Patron considers appropriate, the policy of the school concerning admission to and participation in the school". In compliance with this section of the Act, the school Board of Management has adopted this school enrolment policy.

### **3. ISSUES OF EQUITY AND THE ENROLMENT POLICY**

- 3.1 The school has a duty to uphold and foster the characteristic Church of Ireland ethos and is accountable to the Patron of the school for so upholding.
- 3.2 Having regard to the principles and requirements of a democratic society, the school, in its enrolment policy, supports and promotes the principles of inclusivity, equality of access and respect for diversity.
- 3.3 Children with special needs are considered for enrolment on the same basis as all other children as outlined in Sections 4.1, 4.2 and 4.3 below. The school makes all reasonable provision and accommodation for students with a disability or other special education needs including, where necessary, alteration to the building and provision of appropriate equipment. In exceptional circumstances, the enrolment of children with special needs may take effect but the attendance of a pupil at school may be delayed until the resources required to meet those special needs in terms of equipment and staffing are provided by the Department of Education & Science.
- 3.4 Where the school has concerns regarding meeting the needs of a pupil, it is necessary to have an up to date psychological report with a label of diagnosis and a statement of I.Q. function. It may be beneficial also in the case of some pupils that a Speech and Language Report and/or an Occupational Therapy Report would be furnished.

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### 4. THE ADMISSIONS PROCESS

- 4.1 Those intending to apply for enrolment in Taney Parish Primary School should contact the school and request a copy of the Notification of Intention to Apply Form.
- 4.2 To comply with Section 19 (3) of the *Education Welfare Act 2000*, application forms will be sent to all those who have returned a Notification of Intention to Apply Form for Junior Infants in October each year. Application forms must be returned by 5.00 pm on the second Monday in November, which is deemed as the closing date and time for receipt of application forms. Application forms are issued to parents for places in all other classes except Junior Infants in May each year and these application forms must be returned by 5.00 pm on the second Monday in June, which is deemed as the closing date and time for receipt of application forms. A decision is conveyed to parents within 21 days of the closing date for the receipt of application forms. The school keeps a register of the names of parents who express an interest in a place in the school at any stage in the year. All parents on the register will have application forms posted to them in October or May.
- 4.3 Only those forms that have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management.
- 4.4 Completion of the Form does not guarantee a place at the school.
- 4.5 Early completion of the Form is not a factor in the allocation of places at the school.
- 4.6 All applicants for junior infants must have attained their 4<sup>th</sup> birthday (or older if applicable) by 1<sup>st</sup> September in the year of admission.
- 4.7 The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of completed Application Forms.
- 4.8 The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:
1. The number of places available in the school which in turn involves but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the deployment of teachers and the resources of the school.
  2. The religious denomination of the child
  3. The place of residence of the child.
- 4.9 Waiting lists do not carry forward to subsequent years where a child has not been allocated a place. Parents must write to the school to request to be considered in subsequent years.
- 4.10 The Board of Management may seek further clarification from applicants before making a decision.
- 4.11 A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.
- 4.12 Unsuccessful applicants may also appeal the decision of the Board under Section 29 (1)(C) of the Education Act 1998.
- 4.13 Taney Parish Primary School is a Church of Ireland school. The Board of Management of the school believes that it is in the best interests of the children in a family that they should, where possible, be educated together. Priority for places is therefore given in the following order:
- a) Church of Ireland parishioners of Taney Parish and their siblings.<sup>1</sup>
  - b) Children who are members of other Protestant, Reformed, or Orthodox Churches and are living within Taney Parish and their siblings.
  - c) The children of school staff and their siblings.
  - d) Children of interchurch families where one parent is a member of one of the denominations listed at a) and b) above, living within Taney Parish and whose parents express a wish to have their child educated specifically within a Church of Ireland ethos and their siblings.
  - e) Children who are members of churches which are involved in the Irish Inter-Church Meeting, i.e. Roman Catholic Church and children of other Christian denominations and their siblings.
  - f) Children of other faiths or none and their siblings.

<sup>1</sup> Children of Churches of the Anglican Communion and of the Porvoo Communion, i.e. The Evangelical Lutheran Churches of Norway, Sweden, Denmark, Iceland, Finland, Estonia and Lithuania are full members of the Church of Ireland when resident in Ireland.

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- 4.14 Where over-subscription occurs in any category above, places in this category will be allocated using a lottery system. Children in any category that are not successful in achieving a place will have their names placed on a waiting list in the order in which such names were drawn. Applicants will be informed of their place on the waiting list as it applies in their particular category.
- 4.15 The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.
- 4.16 The school enrolls pupils into its two Junior Infants classes each September, but the number of applications for places in the school far exceeds the available places. In recent years, there have always been approximately 3 applications for every available place in the school. A decision made under the Enrolment Policy of the school can be appealed to the Board of Management of the school within 21 days of a refusal to admit being issued to a parent or, subsequently, to the Department of Education & Science within a further 21 days of a confirmation of refusal being issued by the Board of Management. Advice on the procedures to do this is available from the School Principal.

### 5. ADOPTION AND DISTRIBUTION OF THE ENROLMENT POLICY

- 5.1 The manner of distribution is such as defined in the relevant Education Acts. A copy is given to any person who requests it. As a matter of routine, a copy is enclosed with every request for a **Registration of Intention to Enrol** form and with every **Application for Enrolment** form.
- 5.2 The Enrolment Policy was formally adopted for use by the Board of Management on 28<sup>th</sup> June, 2011.

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TANEY SCHOOL, SYDENHAM VILLAS, DUNDRUM, DUBLIN 14.

TEL: (01) 2985015

FAX: (01) 2967953

[www.taneyschool.ie](http://www.taneyschool.ie)

EMAIL: [taneyschool@eircom.net](mailto:taneyschool@eircom.net)

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