

**Firhouse ETNS**  
**ANNUAL ADMISSION NOTICE**  
**for 2024-25 school year**

**Admission Policy and Application Form**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2024-25 school year is available as follows: –

To download at: [www.firhouseetns.ie](http://www.firhouseetns.ie)

On request: by emailing

**PART 1 - Admissions to the 2024-25 school year**

**Application and Decision Dates for admission to 2024/2025 school year**

The following are the dates applicable for admission to Junior Infants

1. The school will commence accepting applications for admission on	4 <sup>th</sup> October 2023
2. The school shall cease accepting applications for admission on	25 <sup>th</sup> October 2023
3. The date by which applicants will be notified of the decision on their application is	9 <sup>th</sup> November 2023
4. The period within which applicants must confirm acceptance of an offer of admission is	10 working days from date of offer

**Note: applications made after the 24<sup>th</sup> October 2023 will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's admission policy.**

**Failure of an applicant to accept an offer by the 10<sup>th</sup> working day following date of email offer will result in the offer being withdrawn.**

**Failure for the child to commence classes at the start of the new school year and/or within 10 working days of the offer being issued will result in the place being withdrawn and offered to the next child on the waiting list.**

## Special Class Application and Decision Dates for admission to 2024/2025 school year should a place / places become available:

The following are the dates applicable for admission to the school's Special Class which caters for children with a qualifying Autism Spectrum Disorder as per DSM4, 5 and/or ICD10.

On accepting an offer, a recent recommendation (within two years of the proposed admission date) must be provided by the above professional indicating that a placement in a Special Classes for Children with Autism in a mainstream school is warranted.

***Note:** The figures set out below in relation to the Special Class are subject to change dependent on whether current students in the Special Classes retain their place in the school and whether a student(s) transfer(s) into the school after the publication of this Notice.*

**At present there are no places being made available in the special class catering for children with autism spectrum disorder in 2024-25.**

1. The school will commence accepting applications for admission to the special class on	4 <sup>th</sup> October 2023
2. The school shall cease accepting applications for admission to the special class on	25 <sup>th</sup> October 2023
3. The date by which applicants will be notified of the decision on their application for admission to the special class is	9 <sup>th</sup> November 2023
4. The period within which applicants must confirm acceptance of an offer of admission is	10 working days from date of offer

**Note:** applications made after the **25<sup>th</sup> October 2023** will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's admission policy.

**Failure of an applicant to accept an offer by the 10th working day following date of email offer** will result in the offer being withdrawn.

**Failure for the child to commence classes at the start of the new school year and/or within 10 working days of the offer being issued will result in the place being withdrawn and offered to the next child on the waiting list.**

**Please do not send in reports to the school unless requested to do so**

## Other Year Groups Application and Decision Dates for admission to 2024-25

The following are the dates applicable for admission to other year groups (SI to 6<sup>th</sup> class)

1. The school will commence accepting applications for admission to other year groups on	20 <sup>th</sup> May 2024
2. The school shall cease accepting applications for admission to other year groups on	7 <sup>th</sup> June 2024
3. The date by which applicants will be notified of the decision on their application is	10 <sup>th</sup> June 2024
4. The period within which applicants must confirm acceptance of an offer of admission is	10 working days from date of offer

**Note: applications made after the 7<sup>th</sup> June 2024 will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's admission policy.**

**Failure of an applicant to accept an offer by the 10th working day following date of email offer will result in the offer being withdrawn.**

**Failure for the child to commence classes at the start of the new school year and/or within 10 working days of the offer being issued will result in the place being withdrawn and offered to the next child on the waiting list.**

### Number of places being made available in 2024-25 school year

**Note:** The figures set out below in relation to the Special Classes are subject to change dependent on whether current students in the Special Classes retain their place in the school and whether a student(s) transfer(s) into the school after the publication of this Notice.

The number of places being made available in Junior Infants is	56
The number of places being made available in the special class* catering for children with an autism spectrum disorder is	0
The number of places being made available in other year groups is	0

Firhouse ETNS accepted applications for places prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020 following the changes to the school's enrolment policy in 2016 when all applicants were informed their applications would be processed under the new enrolment criteria which are in line with the current Admissions Policy with the exception that there was a longer time for new applicants to apply (from May to October in the year preceding the start date for school). Firhouse ETNS

has no further historic waiting lists from the former First Come First Served waiting list which was discontinued in March 2016.

## PART 2 - Admissions to the 2024/2025 school year

### Information regarding the admission process for the Intake Group for Junior Infants/Special Class/other year group for the school year

In respect of the 2023/2024 school year, the total number of applications for admission received by the school was \_\_\_100\_\_\_

<b>Breakdown of places allocated for Junior Infants for the 2022/2023 school year:</b>	
Number of places available:	56 in Junior Infants
Number of applications received:	73
Number of Offers made and accepted under each criteria:	<p>Criterion One: 16 Applicants with siblings attending the school – 16 places offered, 16 places accepted.</p> <p>Criterion Two: 36 Applicants living in the catchment area – 36 places offered, 27 places accepted</p> <p>Criterion Three: 17 Applicants living outside the catchment area - 17 places offered, 10 places accepted</p> <p>Criterion Four: 10 Applicants outside the window of opportunity - 10 places offered, 3 accepted</p>
Total number of offers made	79
Number of names placed on waiting list for the school year concerned.	9

<b>Breakdown of places allocated for Special Class for the 2023/2024 school year:</b>	
Number of places available:	0
Number of applications received:	29
Number of Offers made and accepted under each criteria:	<p>Criterion One: 0 Applicant with siblings attending the school – No offers made</p> <p>Criterion Two: 7 Applicants living in the catchment area – No offers made</p> <p>Criterion Three: 10 Applicants living outside the catchment area - No offers made</p> <p>Criterion Four: 18 Applicants outside the window of opportunity – No offers made</p>

Total number of offers made	0
Number of names placed on waiting list for the school year concerned.	29

<b>Breakdown of places allocated for other Classes (Senior Infants to 6th Class) for the 2023/2024 school year:</b>	
Number of places available:	14
Number of applications received:	33
Total number of offers made	14
Number of names placed on waiting list for the school year concerned.	25

### **PART 3 – Requirements for Admissions to the 2024/2025 school year**

#### **1. Enrolment Application Procedure**

It should be noted that the submission of an application form(s) does not confer a right to enrolment.

- The official application form must be used. This will be available on [www.firhouseetns.ie](http://www.firhouseetns.ie)
- A separate form must be used in respect of each child's application for enrolment.
- The strict deadline for receipt of fully completed enrolment applications is set out in Part 1 of this Admission's Notice.

**Incomplete applications will not be considered. An application will be deemed incomplete unless:**

1. The official enrolment application form is fully completed and submitted before the closing date in the relevant annual admissions notice.
1. A copy of the applicant's birth certificate is submitted to the school following the online application and before the closing date in the relevant annual admissions notice.

**Failure to submit the birth certificate will mean that the application is considered incomplete and will not be considered.**

2. Proof of address in the form of a utility bill/bank statement/mobile phone bill in the name of one of the parents/guardians, which must be dated no later than three months prior to the date of application, is submitted to the school following the online application and before the closing date in the relevant annual admissions notice or in relation to Category 4, within 10 working days of the application being submitted.

**Failure to submit proof of address, means that the applicant will not receive any priority in respect of priority category 2.**

- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list and the offer of a place will not be made even where a place for that number on the waiting list becomes available.
- Written notification of the decision regarding the application will be issued to parents/guardians within three weeks of the closing date in the relevant annual admissions notice.
- Parents/guardians of applicants who have been offered a place must inform the school **in writing, by completing and returning to the school an enrolment acceptance form within 10 working days.** Failure to do so will result in the place being forfeited and reallocated.
- Offers of places may not be deferred.
- Pupils will, as a rule, only be admitted into Junior Infants during the month of September. Pupils may be admitted to Junior Infants during the school year provided they are transferring from another school and were enrolled in that other school during the month of September.
- If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.
- Applicants in respect of whom a fully completed application form has been submitted who are not successful in securing a place, will be placed on a waiting list in the order of priority of the categories listed below.

- Waiting lists will expire at the end of each school year on 30th June.
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## 2. Code of Positive Behaviour

All pupils enrolled in Firhouse ETNS are required to co-operate with the school's Code of Positive Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies.

Parents/guardians of children who have been offered a place will be supplied with a copy of the school's Code of Positive Behaviour and is also available online at [www.firhouseetns.ie](http://www.firhouseetns.ie)

**Enrolment of the child in the school is conditional upon the child's parent(s) /guardian(s) confirming in writing that the Code of Positive Behaviour so provided is acceptable to them, and that they shall make all reasonable efforts to ensure compliance with this code by the child.**

## 3. Pupils with Special/Additional Needs

Firhouse ETNS welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this enrolment policy.

In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required, the school requests that parents:

- Informs the school of any special needs as early as possible
- Ensures that copies of the child's medical and /or psychological report(s) are provided.

Where such a report is not available, and in the event that an applicant is accepted for enrolment, a request will be made that the Applicant be assessed immediately. Following receipt of the report, the BoM will assess how the school can meet the needs specified therein. Where the BoM deems that further resources are required, it will, request the DES and/or the NCSE and/or the HSE to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

The Principal may, in conjunction with the Special Educational Needs Organiser (SENO) or DES inspector, meet with the parents/guardians of the child to discuss the child's needs.

## 4. Pupils with Special/Additional Needs

## **Applications for children with additional educational needs (AEN) will be processed in accordance with the provisions of the Admissions Policy.**

The Board of Management reserves the right to refuse enrolment to any applicant where: -

1. The BoM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
2. The terms of this enrolment policy are not complied with.

Parents/Guardians of applicants so refused will be advised of their right to appeal the BoM's decision under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be located on [www.education.ie](http://www.education.ie). This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.