



MONAGHAN WALDORF SCHOOL CLG

# ADMISSIONS/ENROLMENT POLICY

## POLICY STATEMENT

This policy is developed in accordance with the Equal Status Acts 2000–2018 and the Education (Admission to Schools) Act 2018, and reflects our obligation under the Children First Act 2015 and Tusla's Alternative Education Registration framework.

The board of directors will be happy to clarify any further matters arising from the policy, which is published on the school's website.

The term 'parent' includes all primary carers, guardians, and foster carers, and the term 'child' is used in a gender-neutral sense throughout.

## ETHOS

Monaghan Waldorf School is founded on the principles of Waldorf education and the conviction that a true education must engage and nourish the whole child: head, heart, and hands. We provide an educational experience that meets the needs of each student in a developmentally appropriate manner, integrating critical thinking, emotional intelligence and the arts. We create a nurturing and inspiring environment for our students to discover themselves and their potential. We strive to create a deeply meaningful learning process upon which experience, not just acquisition, underscores knowledge - thereby encouraging students to be active and creative thinkers. The school's focus is on creativity, developing emotional intelligence, and on cultivating a love of learning as an end in itself, rather than as a means to an end. We are committed to creating an inclusive school that fosters acceptance and respect for diversity of culture, practices, customs, beliefs, intellectual and physical abilities.

## RATIONALE

This policy aims to ensure that the appropriate procedures are in place to enable the school:

- to make decisions on all applications consistent with the ethos of the school and legislative requirements
- to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it
- to put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

## PRINCIPLE

Within the context and parameters of Tusla Alternative Education Assessment and Registration regulations, the rights and responsibilities of the board of directors, the school supports the principles of:

- equality of access and participation in the school
- respect for the diversity of values, beliefs, traditions and languages.

## **CRITERIA FOR ENROLMENT**

### **AGE:**

In accordance with the Waldorf model of age-appropriate learning, we accept children who turn 7 in the year they are due to start Class 1, with corresponding age requirements for the subsequent grades.

### **PRIORITY ENROLMENT CRITERIA:**

In accordance with the Education (Admission to Schools) Act 2018 and the values of Waldorf education, Monaghan Waldorf School prioritises enrolment for:

- Siblings of current pupils
- Children of current staff members or board members
- Children transferring from other recognised Waldorf/Steiner settings
- Children whose application was received earlier (according to the date the completed application was submitted)

These priorities are applied only where places are limited and do not constitute a guarantee of enrolment. Each application is still subject to the holistic review process outlined in this policy.

### **ENROLMENT POLICY:**

Each child will be placed on the relevant class list on application. No guarantees of places are given or implied during the application process.

Please note: Enrolment into Kindergarten does not guarantee enrolment into the Primary School. Primary school enrolment process will begin in January of the proposed year of primary school commencement.

### **APPLICATION PROCEDURES:**

Primary school applications can be made by completing the primary school application form. We will also ask for a teacher's report from your child's current or most recent class. This would include a brief summary on physical, cognitive and emotional development; as well as any and all reports on additional needs if applicable. Upon receipt of the application, the enrolment committee will send confirmation of each child's place on the wait list with information on Waldorf education, school summary, fees list and approximate date enrolment offers will be sent.

### **OFFERS OF PLACES:**

Offers of places will be made via email in March of the proposed year of commencement. Where possible, parents & children enrolling will be invited to a school visit prior to enrolment.

Parents who do not accept the place by the indicated deadline will automatically forfeit the place and it will be offered to the next child on the waiting list. They may at any time put their child's name back on the list. Deferrals must be requested in writing. A deferral does not guarantee placement in the following year and the child's name will be placed back on the waiting list according to their updated year of entry.

Every new pupil will be required to register with Tusla Alternative Education Assessment and Registration Department. Forms will be supplied, collected and returned to Tusla by the school on your behalf, within the given timeline. Should families fail to return the forms to the school by the stated deadline, they must contact Tusla Alternative Education Assessment and Registration on their child's behalf.

If a child leaves during the school year, a 2 month notice period is required. Should the 2 month notice period not be adhered to, the family will incur the required two months fees to cover the notice period. The vacated place may be offered to the next person on the waiting list for the same class.

**Monaghan Waldorf School board of directors reserves the right to oversee the enrolment process in any one year to prioritise applications on the basis of the overall enrolment needs of the primary school.**

## **ENROLMENT OF CHILDREN WITH ADDITIONAL NEEDS**

Parents are asked on the application form to list, detail and attach any reports/assessments of additional needs their child has had since the time they were born, or any concerns they may have about their child's behaviour or needs. The child's admission to the school may be deferred until the enrolments committee, board of directors and relevant class teacher have time to assess how the school could meet the needs specified in reports and until resources are in place to meet the child's needs.

Having received an application form, the school management will meet with the parents, to discuss the child's needs and the school's suitability or capability in meeting those needs. The enrolments committee may request a copy of all the child's medical and/or psychological report(s) where relevant.

Reports are requested to assist the school in establishing the educational and caring needs of the child relevant to his/her disability or additional educational needs and to profile the support services required. Following receipt of the report, school management, along with the relevant class teacher, will assess how the school could meet the needs specified in the report. If necessary, a full case conference involving all parties may be held. Following consultation and examination of reports, if the school management, having used balanced judgement, and acting in the best interest of all children, deems that the school is unable to meet the needs of the child, it may be decided to defer admission of the enrolled child until the resources the child needs are in place in the school.

All families must agree to uphold the school's Child Safeguarding Statement and support a culture of child protection in accordance with the Children First Act 2015.

## **INTAKE SUBSEQUENT TO THE COMMENCEMENT OF THE SCHOOL YEAR**

It is preferable that there be no intake into classes during the school year and this policy shall be taken into account in all enrolment applications, as it is the view that such intake can on balance be disruptive. However, at the discretion of the enrolments committee, board of directors and relevant class teacher, on receipt of an application form, exceptions are made for families relocating during the school year.

The enrolments committee shall take into account the following in deciding the allocation of these places:

- class size
- siblings and children of school staff
- the additional needs of the child

- date of application
- any other facts that the enrolments committee, board of directors and relevant class teacher, or its delegated authority consider relevant and appropriate

It is a requirement that Monaghan Waldorf School receives all reports from the school from which the child has departed in regard to attendance and educational progress, behaviour and particular needs if necessary.

## **APPEALS**

Parents/guardians will be informed of their entitlement to appeal a decision of the enrolments committee in relation to a refusal to enrol in the email issued 21 days after the closing date for receipt of applications. Following a refusal to enrol a student in the school, the parent of the student may appeal the decision. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the board of directors, and clearly state the reason for making the appeal. The board of directors will respond within 10 days of the receipt of such an appeal.

## **EXCEPTIONAL CASES**

The enrolments committee, board of directors and relevant class teacher reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such exceptional cases include, but are not limited to:

- the child has additional needs such that, even with additional resources made available the school cannot meet such needs and/or provide the student with an appropriate education.
- in the opinion of the enrolments committee, board of directors and relevant class teacher, the student poses an unacceptable risk to other students, to school staff or to school property.

**The enrolments committee, board of directors and relevant class teacher will act in the best interests of the children who wish to enrol taking into account the suitability of the facilities in the building.**

## **EVALUATION, MONITORING & REVIEW EVALUATION**

The board of directors will monitor the implementation of all aspects of the policy and review and amend the policy as required, with particular emphasis placed upon:

- effective management of the application process, clarity and transparency relating to the process
- sufficient time of notice to applicants regarding the status of their application, particularly in the case of refusal to enrol

## **MONITORING PROCEDURES**

The implementations of this policy will be monitored by the board of directors at the appropriate time. It will also be referred by the class teachers for consideration at the same time. The enrolment committee and class teachers will report to the board of directors regarding the process of enrolment regularly throughout the year until enrolment is complete. Where the enrolments committee and relevant class teacher refuses admission to any applicant, by the authority delegated to them by the board of directors in line with this policy, any such refusal shall be communicated to the board of directors at the earliest opportunity.

The board of directors will monitor the implementation of all aspects of the policy and review and amend the policy as required, with particular emphasis placed upon:

- effective management placed on the application process
- clarity and transparency relating to the process
- applicants informed in good time re: the status of their application, particularly in the case of refusal to enrol

The school believes that close & regular home / school cooperation and interaction is essential. All parents and children enrolled in the school are expected to support the ethos of the school and comply with and support all school policies

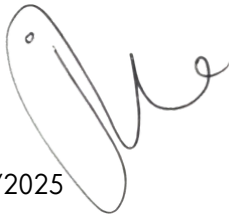
This procedure will be reviewed annually or after any incident that necessitates its use. The review will ensure the procedure remains in compliance with legislative requirements and best practices.

This policy was adopted by Monaghan Waldorf School CLG on this 5<sup>th</sup> day of May 2025.

Full name: Jamie Macleod-Elliott

Designation: Principal

Signature:



Date: 05/05/2025



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