



BALLYBAY KINDERGARTEN CLG

KINDERGARTEN ADMISSIONS STATEMENT

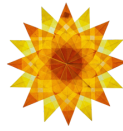
We welcome children to join our Kindergarten who are of pre-school age. To be eligible, a child must have turned 2 years and 8 months by 1st September of the academic year in which they wish to enrol.

Children may begin at the start of any school term (September, January or April), provided they meet this age requirement.

We encourage younger children to attend three mornings per week initially, with up to five mornings available as the child settles and grows in confidence. This gradual approach supports each child's transition and sense of rhythm within the Kindergarten.

Eligibility by term for the 2025/26 school year

TERM START	AGE WHEN STARTING	ELIGIBLE DOB RANGE
September 2025	2 years and 8 months	Born on/before 1 January 2023
January 2026	3 years	Born on/before 1 January 2023
April 2026	3 years and 3 months	Born on/before 1 January 2023



BALLYBAY KINDERGARTEN CLG

KINDERGARTEN ADMISSIONS POLICY

This policy sets out the principles and procedures governing admission to the Kindergarten (pre-school) at Ballybay Kindergarten CLG. It aims to ensure a fair & transparent admissions process that supports the wellbeing of children, protects colleagues from unsustainable workloads & ensures compliance with all relevant regulatory and funding frameworks.

Our Kindergarten operates within the ethos of Waldorf education, where care for the child's holistic development and the creation of a secure, rhythmic environment are central. Admission decisions will balance inclusion and equality of opportunity with the practical realities of maintaining safe ratios and high-quality care for all children.

Legal and regulatory framework

This policy is guided by:

Child Care Act 1991 (Early Years Services) Regulations 2016

Children First Act 2015

Equal Status Acts 2000–2018

Data Protection Acts 1988–2018 (GDPR compliance)

National Childcare Scheme (NCS) and Early Childhood Care and Education (ECCE) programme rules

Tusla registration requirements for early years services

Admissions criteria

A child may be considered for enrolment if:

- They meet the minimum age requirement of 2 years and 8 months by 1st September of the academic year in which they begin.
- The Kindergarten has sufficient capacity within the approved ratio to meet the child's care and developmental needs.
- The child's needs can be safely and appropriately supported within the existing resources and staffing arrangements.
- The family supports the Waldorf educational approach and rhythm of the Kindergarten.

Where a place cannot be offered due to limited capacity, the child may be placed on a waiting list.

Priority will be given to:

- Siblings of enrolled or past pupils
- Children of current colleagues or volunteers
- Children living locally
- Children whose start date aligns with available spaces and staff capacity

Admission and deferral process

- Enrolment applications are accepted year-round based on the aforementioned admissions criteria.
- Children typically begin in September, January or April.
- Offers of a place are made in writing following a review of capacity, age eligibility and developmental readiness.
- Where the child's needs are greater than can be safely supported within existing resources, entry may be deferred until additional support becomes available.
- Deferral decisions are made in consultation with parents/guardians, ensuring sensitivity and respect for the child's needs.

Inclusive practice

Ballybay Kindergarten CLG strives to include children of all abilities, backgrounds, and circumstances. However, inclusion must be safe and sustainable. When the Kindergarten does not have the resources or staffing required to meet a child's needs safely, admission may be deferred until support is secured.

In cases where inclusion support (such as AIMS) is not available, the service may not be able to offer a place immediately.

Settling-in and attendance

Children typically begin with three mornings per week, increasing gradually as they become comfortable and confident. This supports a positive transition and protects the wellbeing of the group and teachers.

Withdrawal or termination of enrolment

In exceptional cases, where a child's ongoing needs or behaviour place them or others at risk, or where their needs exceed the service's capacity to provide adequate care, the Kindergarten may withdraw the place following consultation with parents and documentation of all reasonable efforts to support inclusion.

Appeals

Parents/guardians may appeal an enrolment or withdrawal decision in writing to the Board of Directors of Ballybay Kindergarten CLG within 14 days of notification. The Board's decision will be final.

Confidentiality and data protection

All enrolment information is treated confidentially and managed in accordance with data protection legislation.

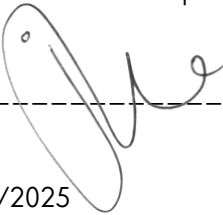
We recognise that implementation is an ongoing process. Our service is committed to the implementation of this policy along with the relevant supporting policies and procedures.

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 6th day of August 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature:  -----

Date: 06/08/2025

Version: 002