

Montessori an Spioraid Naoimh

ECCE ENROLMENT POLICY

Principles

It is the policy of **Montessori an Spioraid Naoimh** is to offer equal access to children and their parents/guardians inclusive of special needs, cultural, financial status and religious orientation under the terms of the ECCE scheme.

ECCE Scheme

This policy refers to children who are eligible to participate in the Government's Free Preschool Year. This scheme covers up to two years of free early education. Children can start preschool in the term after their 3rd birthday and remain in preschool until the 30th June of the year they are commencing in Primary School, provided that by the end of the pre-school year (i.e. 30th June), the child will not be older than 5 ½ years. The level of access to the full 'two year period' is 'date of birth' dependent and the eligibility is determined by the Department of Children and Youth Affairs [DCYA]. An eligibility table accompanies this policy and should be followed and reviewed in respect of each application.

Children can be enrolled into the scheme in September, January and April each year. **It should be noted that the service may be over subscribed and may not be able to accept children during all entry periods.**

Please note : As of September 2018, September is the only entry point to the ECCE scheme

ECCE is an inclusive scheme and welcomes all children regardless of ability. In some cases parents need to be aware that the participation of their child may require additional resources which will be discussed at time of enrolment.

ECCE Places- PPS Numbers

PPSN information is transmitted electronically through the PIP online system operated by Pobal. The system can electronically check and validate the PPSN number against the name, DOB and PPSN details

Statement of Intent

The ECCE Enrolment policy will always be followed. The policy will be reviewed in line with the requirements of the scheme.

Criteria for Enrolment

- Children's date of birth must fit the eligibility for the scheme as directed by DCYA
- **Full time places (5 days) will be given as a priority**
- **Part time places will be offered if all full time places are not filled**

Over Subscription

- In the event of places being full a waiting list will be kept. And the following will apply when allocating a place.
 1. Priority to full time (5 days)
 2. Existing Children in the Montessori availing of a second year
 3. Siblings of pupils of Montessori an Spioraid Naoimh
 4. Children of staff of SSNC and SSNB
 5. Siblings of pupils attending Montessori an Spioraid Naoimh
 6. Date of registration
- Each year of the two year scheme is treated completely separately by our service with enrolment required for each year. If your child attends Year 1 you will be required to follow the enrolment criteria again for Year 2.
- A place on the ECCE Scheme will only be confirmed when the following is completed:
 - an agreement confirming the number of days required and confirmation of the child's eligibility
 - a PIP Registration form (DCYA)
 - registration form accompanied by deposit

- The service cannot 'hold' a place until the child becomes eligible. For example if a child becomes eligible in January a place will only be available if there is a vacancy. If parents/guardians want to guarantee a place in January they may be required to enrol their child in September and pay full fees until the child is eligible in January when the free scheme becomes operational for that child.
- If a parent/guardian wishes to increase the number of days their child is attending the service this will only be possible if there is a vacancy. For example if your child is currently attending three days a week [this could be a free or paid place] and you wish to extend to five days this may not be possible if the service is full.
- A deposit of **€30** is taken in advance when a child is given a place. The deposit will be returned at the end of October provided that the Parent Declaration Form is completed early in September., the child is verified as eligible for the program, and my service is paid under the ECCE programme for the first four weeks. Otherwise the deposit is forfeit.
- All details regarding a child's application form must be completed and any relevant important information or specific diet or health requirements must be noted.

All records kept by Montessori an Spioraid Naoimh are kept secure and confidential

Date of Last Review: *September 2017*