



A guideline document that details our schools approach to admissions and enrollment. The policy outlines specific arrangements for enrolment of students to the school.

Admissions Policy

Grassroots School 2019

Chennai, INDIA

Grassroots was established in 2011 as a Reggio inspired school, with its focus on holistic education provided within an inclusive set-up. Grassroots aims to be a warm, welcoming, and encouraging environment, in which all concerned share solicitude for the needs of the child. This in turn is the best motivation for any child to attend school and learn.

Our Vision

"Everyone can learn - just not in the same day or same way".

Our Mission

Grassroots believes education is a lifelong journey. The organisation aims to spark curiosity, imagination and love for lifelong learning whilst nurturing young minds to be caring, empathetic and responsible citizens of the global world.

To this end we prepare our children to meet 21st century challenges with creativity and confidence thereby building a peaceful and sustainable community through international mindedness.



Introduction

Founded April 2011 as a pre-primary school, Grassroots School (the "**School**") is now a co-educational Primary School under the administration of the Grassroots Educational Trust. The Governing Body of the School hereby sets out its Policy, in accordance with the provisions of the current educational standards and our internal policies.

Rationale

This Policy aims to ensure that the appropriate procedures are in place to enable the School to:

- Make decisions on all applications in an open and transparent manner consistent with the Mission Statement and Ethos of the School and all legislative requirements.
- Make an accurate and appropriate assessment of the capacity of the School to cater to the needs of applicants, in the light of resources available to it.
- 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.

School Mission Statement & Ethos

"Grassroots believes education is a lifelong journey. The organisation aims to spark curiosity, imagination and love for lifelong learning whilst nurturing young minds to be caring, empathetic and responsible citizens of the global world.

To this end we prepare our children to meet 21st century challenges with creativity and confidence thereby building a peaceful and sustainable community through international mindedness".

As its core ethos, the School aims to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all our students to develop to their full potential as global citizens, persons, socially, morally, physically and academically.

We are committed to providing a learning environment which is free from discrimination, threats, bullying and/or harassment for all our staff and students. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student-centred education that nurtures the strengths, talents and potential of all.

General Information

The School is a co-educational school where the full range of classes are taught, from preschool to Grade 5. It is an inclusive school and caters for children of all abilities. This Policy should be read in conjunction with our other School Admissions policies, including but not limited to our Attendance Policy, Professional Code of Conduct Policy, Managing Challenging Behaviours Policy, Complaints Policy, Learner Diversity and Inclusion Policy, Home School Partnership Agreement, Health & Safety Policy etc. *Reviewed 2019*

While recognising the right of parents to seek to enroll their child to a school of their choice, in order to ensure the safety and educational needs of students, the Governing Body reserves the right to determine maximum class sizes.

As a general note, any reference to parent(s) in this Policy is to be taken as including reference to guardian(s) and reference to siblings is to be taken as including reference to step siblings.

School Resources and Curriculum

The School operates in accordance with relevant legislation, the funding and resources available, the Rules for State and National Schools, statutory regulations/directions/circulars issued from time to time by the Department of Education. The School is self-funded and is not provided any funding or support by the government.

The School's educational program, the operation of its facilities, and its implementation of the School plan and policies, are subject to and limited to the availability of, resources and staffing allocations made available by the Governing Body.

Criteria for Enrolment

The Governing Body reserves the right to determine the maximum number of applicants who can be enrolled in each grade level for a given academic year, bearing in mind the specific teacher student ratio and the following criteria:

- Overall School capacity;
- Availability of space in classrooms;
- The maximum class sizes;
- Teacher student ratio;
- Health & Safety requirements;
- Availability of grants, resources, facilities and staff;
- Educational needs of existing students enrolled in the School;
- The presence of students with special educational and/or behavioral needs; and
- The government's requirements from time to time.

The maximum number of applicants that can be enrolled has been decided by the Governing Body, however, the Governing Body reserves the right to change this number should relevant circumstances change.

Code of Behavior

The School endeavors to provide an ordered environment, which fosters discipline and respect. Acceptance of a seat in the School is deemed to be an acceptance of the school's Code of Behavior. In order to be validly enrolled as a student in the School, parent(s) must confirm that they accept all our Policies.

1. Enrolment Procedure

- The enrolment process is initiated on receipt of the Application Form. The enrolment Application Form can be obtained from the School Office.
- Personal data relating to the applicant and his/her parents in connection with the application form, along with the date on which the application form is received by the School, are recorded in the School's data management system.
- In order to be considered a "complete" application, the parent(s) of the applicant must provide:
 - The enrolment Application Form fully completed, signed and dated;
 - A copy of the applicant's birth certificate;
 - 2 passport size photos and
 - If applying under the Special Education Needs (SEN) category, a diagnostic report.

Any relevant reports and any other documentation specified in the enrolment application form, must accompany a fully completed, signed & dated enrolment application form, which must be submitted on or before the closing date in order for the application to be considered a valid/complete application. In accordance with the requirements, the School may seek other relevant information about an applicant as is deemed necessary.

- Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be processed.

- Submitting inaccurate information on an enrolment application form or in accompanying documentation will render the application void. Where a seat has been offered, this will result in the offer of the seat being withdrawn and the place being reallocated.
- Enrolment application forms must be returned fully completed, duly signed and dated by the parent(s) of the applicant and all specified documentation provided, on or before the closing date to the School office only, as no other body or person has any authority to accept same. Acceptance by the School office of the application does not mean that same will be processed. Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be processed.
- An Applicant must be at least 2.6 years of age on the first day of the school year for which s/he is seeking enrolment into the School. The Governing Body recommends that applicants are at least 2.4 years of age on or before 1st March in the year of proposed enrolment.
- Offers will normally be made to successful applicants by phone and in-person through an Admission Confirmation slip.
- The parent(s) of applicants wishing to take up their offer of a seat are required to return the application form and supporting documentation to the School no later than 2.30 pm from the date of issuance which includes as follows:
 - i. Inclusion Policy;
 - ii. Home-school Partnership and Parent undertaking; and
 - iii. Signed acceptance permitting the student to take part in certain School activities.

Application for enrolment during the academic year

- The following criteria apply when an application for enrolment during the academic year is under consideration:
 - That optimum arrangements of existing students for teaching and learning purposes are maintained.
 - That a place exists in the relevant class(es), taking all relevant circumstances into account, eg needs of the existing students, presence of students with special educational needs, integration of students with special educational needs, presence of students with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
 - An application to enroll will not be accepted where the existing class, in respect of which the application relates to, has **24** students.
 - An application for enrolment into School after the academic year begins and for the remainder of the academic year, will only be considered where a vacancy exists, and the maximum number in Junior Infants does not exceed **24** students.
 - An applicant will be enrolled in an age appropriate class where the foregoing and following criteria have been met and provided there is not a refusal to enroll:
 - a. The School is provided with a fully completed, signed and dated enrolment application form which is available from the School Office.
 - b. The applicant will be required to provide relevant reports, references, reports detailing the applicant's behavior record from the School from which the applicant proposes to transfer or the School last attended by the applicant.
 - c. Failure to provide the documents referred to above will mean an application is incomplete.

- d. A separate form must be completed for each applicant, if applicable.
- e. Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be processed.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated.
- Parent(s) of applicants who have been offered a seat must inform the School, by completing and returning to the School an admission acceptance form within one week and initiating fee procedure the same day. Failure to do so will result in the place being forfeited and reallocated.
- Any contact or lobbying of School personnel or Governing Board members regarding admission will disqualify an applicant.

Special Educational Needs

- The School embraces the philosophy of inclusiveness and endeavors to reflect that philosophy in the admission of students with disabilities or other special educational/medical needs.
- The School welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this 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 parent(s) of students who have been accepted for enrolment:
 1. Inform the School of any special needs as early as possible; and
 2. Ensure that copies of the child's medical and/or psychological report(s) and/or professional assessment(s) are provided so that provision can be made for that applicant's welfare and educational progress.
 3. Ensure that copies of current and relevant therapies 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 successful applicant be assessed immediately. Following receipt of the report, the Governing Body will assess how the School can meet the needs specified therein.
- The School may seek any other relevant information in relation to a successful applicant, which it considers necessary.
- The Head of School may, in conjunction with the Special Educational Needs Coordinator, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

Refusal of Admission

- The School reserves the right to refuse admission to any applicant who does not comply with the terms of this Policy.
- The School will refuse to enroll an applicant who is seeking to be enrolled in the School where that applicant was previously a student in the School and was either expelled from the School and/or transferred from the School to another School while on suspension and/or undergoing a process.

- It is a requirement that reports detailing the applicant's behavior record from the School from which the applicant is proposing to transfer/the last school which the applicant was enrolled in, be provided as part of the application.
- The School will refuse to enroll an applicant who is seeking to be enrolled in the School where that applicant is transferring from/is enrolled in/was enrolled in another school if the Board is of the opinion that the references provided from the applicant's previous/current school are not satisfactory.
- In exceptional circumstances, the School reserves the right to refuse admission to any applicant where:-
 - i. The applicant has special needs such that, even with additional resources being made available, the School cannot meet such needs and/or provide the applicant with an appropriate education; or
 - ii. The applicant poses unacceptable risk(s) to other students, staff and/or school property.

Implementation, Review & Communication

This Policy was ratified by the Governing Body on 01/06/2019 and approved by the Management. This Policy is available to view on the School's website or a copy can be accessed from the School office. This Policy will be regularly reviewed by the Governing Body and/or will be reviewed in the event of a change to the student teacher ratio and/or legislative /other requirements.

The Governing Body will monitor the implementation of all aspects of this Policy and amend it, as required. This Policy will be regularly reviewed by the Governing Body or sooner, if prompted by legislative changes or other circumstances. Any staff member, Governing Body member or parent may request a review at any time, and such a request will be dealt with as soon as possible.