



LUCAN COMMON ENROLMENT SYSTEM

## The Lucan Common Enrolment System (LCES) Information Sheet

### Information for prospective parents on the Common Enrolment Policy for four Lucan Educate Together Schools

#### Adamstown Castle, Esker, Griffeen and Lucan East Educate Together Schools

The four Educate Together schools above are involved in the Lucan Common Enrolment System. This information sheet aims to answer questions that you may have about the LCES.

When a parent/guardian makes an application to one of the schools they are applying to a centralised system. Children will be assigned to one of the four schools based on specific criteria as described in detail below.

The primary aim of the system is to promote inclusive local schools, to improve traffic management and mobility in Lucan and to encourage strong, integrated local communities.

#### How do I put my child's name down for the Lucan Common Enrolment system?

Fill out the pre-enrolment form, available from the schools' offices and websites.

When you are pre-enrolling your child, which you may do in **any** of the participating schools' offices, you need to bring the following documents.

- Completed pre-enrolment form
- Child's birth certificate
- Proof of address: TWO current utility bills dated within two months of the application.

Completed application forms, accompanied with child's birth certificate and proof of address documents, will be accepted in the schools' offices on **Wednesday mornings between 10.00 am and 1:00 pm**. A signed photocopy of your application will be given to you by the secretary as proof of your application.

#### Important points to note: (Please note these dates are subject to change on a year to year basis).

- Application forms for Junior Infants will only be available in each school from **1<sup>st</sup> October of the year prior to the year of entry**.
- Applications will be accepted into the office of any of the four Educate Together schools involved in the Lucan Common Enrolment System (LCES). Only one application is required.
- Applications must be received in one of the four schools on/before **1<sup>st</sup> February** in order to be considered for the first round of offers.
- The first round of offers takes place in **February** of the year of entry.
- Any applications received after the first round of offers have been made will be added to the names on LCES Database. Second and subsequent rounds of offers will take place until all places are filled.
- Please make sure that your application is received by the **school secretary** who will give you a signed copy of your application as a receipt.
- The first-come-first-served is no longer the enrolment policy for any of our four schools

## How does it work?

Parents who choose an Educate Together education for their children will apply to a **central system**, the Lucan Common Enrolment System, which will be run by a committee of representatives from the Boards of Management of each of the four schools. Parents will apply by filling out a common pre-enrolment form and bringing it to **any one of the four schools**. All names received will be placed on the LCES database, run by an independent company, Aladdin. Children on the list will be offered a place in order of age (oldest first), until all available places in the four schools are filled. Once a child has secured a place, the LCES will determine **the school to which** the child will be assigned. The placement of children in individual schools will be based on the agreed criteria of siblings and proximity between home and school.

The Common enrolment system promotes **three central principles** which we believe are in the best interests of schools, families and local communities.

- **Age:** The system prioritises children according to their age, with older children given priority over younger children.
- **Family:** Siblings will be prioritised so that it will be more likely that children from the same family will be educated together in one school.
- **Proximity to school:** Under the LCES, children will be more likely to be assigned to their local participating Educate Together school. We believe that this will contribute to the development of sustainable, integrated local communities, where children can walk to school with their friends and neighbours, thereby contributing to the easing of traffic gridlock in the Lucan area.

The principles of prioritisation of siblings and proximity of home to school are in line with best practice for mobility and traffic management, as well as for the promotion of strong, integrated local communities.

## What if I have already made an application under the first-come-first-served system?

The Boards of Managements of the four participating schools in the LCES will honour all applications made prior to the commencement of the LCES, provided such applications comply with the criteria set out in their respective enrolment policies. The schools will continue to honour all first-come-first-served applications for the coming years that were received in the school office **before 30<sup>th</sup> January 2015**. The LCES will assign places to children only after all the original applications have been honoured.

As with all pre-enrolment policies, receipt of the application does not guarantee that the child will be offered a place.

## Where can I find out more information?

A detailed enrolment policy document is available to read/download on individual school websites.

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Please note that **Lucan Educate Together National School** in Bewley Way, has a separate enrolment policy and if you wish to apply to that school, you need to make a separate application there.