**Admission Policy of Scoil Násiúnta Naomh Eoin**

**School Address: Rath, Birr, Co. Offaly**

**Roll number: 02413L**

**School Patron : Bishop Tom Deenihan**

## **Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 12th Aug 20. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for admission process are set out  **the school’s annual** **admission notice** which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

Notices will also be placed in the Parish Newsletter, the Midland Tribune newspaper , at the entrance in the local Play School “Little Stars” and at the school entrance to notify parents that the school is accepting enrolment applications for the coming year. The enrolment process is by written application only. Completed application forms should be returned by …………….each year. All applications must be fully completed for consideration.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who requests it.

## **Characteristic spirit and general objectives of the school**

**General School Information**

Scoil Náisiúnta Naomh Eoin is a co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath , Most Reverend Tom Deenihan. The school is situated in Rath, Birr ,Co. Offaly

There are seven teachers in the school, five mainstream class teachers, two Special Education Teachers (one shared position) and one full time Special Needs Assistant.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

* the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people
* including the intellectual, physical, cultural, moral and spiritual aspects
* a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
* the formation of the pupils in the Catholic faith
* and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Náisiúnta Naomh Eoin shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The school depends on the grants and teacher resources provided by the Department of Education and operates within the rules and regulations laid down by the Department. This policy will have regard to the resources and funding available.

Our school follows the Revised Curriculum for Primary Schools (1999) produced by the National Council for Curriculum and Assessment(NCCA) in conjunction with the Department of Education. The school day begins at 9.20 a.m. and finishes at 2.00p.m. for infants and at 3.00p.m.for all other pupils.

Thi policy can be read in conjunction with our other school policies ,including our Child Safeguarding Statement, Anti – Bullying Policy and Code of Behaviour.

**Mission Statement**

Scoil Náisiúnta Naomh Eoin is a Catholic co-educational primary school. We endeavour to provide a well structured harmonious and just atmosphere whereby pupils, parents , teachers , other staff members and Board of Management work together. We seek to nurture and promote the spiritual , moral, intellectual , cultural, physical and aesthetic development of every person. The uniqueness of the individual is acknowledged and respected . We hope that every child will be secure , confident and ready for the challenges of life when leaving Scoil Naisiunta Naomh Eoin.

**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 ethos, the mission statement of our school and legislative requirements.

-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.

## **Admission Statement**

Scoil Náisiúnta Naomh Eoin will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Náisiúnta Naomh Eoin will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when required to do so by the Council.

Scoil Náisiúnta Naomh Eoin, will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

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| **Primary Schools receiving applications from applicants of a minority religion**  Scoil Náisiúnta Naomh Eoin is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the equal Status act 2000  **All Denominational schools**  Scoil Náisiúnta Naomh Eoin is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school. |

1. **Categories of Special Educational Needs catered for in the school**

Scoil Náisiúnta Naomh Eoin is a mainstream school. It does not have a special class or ASD class. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the Special Education Team.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see section 6 below for further details)
2. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Scoil Náisiúnta Naomh Eoin is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

**Selection Criteria**

The following criteria will be used to prioritise children for enrolment

* Brothers and sisters of exisiting pupils already enrolled –with priority given to the oldest applying
* Children living within the parish – with priority given to the oldest applying
* Children of current staff –with priority given to the oldest
* Children whose home address is closest to the school if the child is normally resident outside the parish /catchment area
* Brothers and sisters of children who have attended the school in the past
* Children of parents who are past pupils of the school and are now living outside the Eglish/Drumcullen boundaries
* If space is still available, class numbers are completed from the waiting list

\*all applications will be dated on receipt.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

\* places will be allocated on the basis of age , starting with the oldest applicant, until all places are allocated.

## **7. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school.

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,   other than in relation to a student’s prior attendance at—  (I) an early intervention class, or  (II) an early start pre-school, specified in a list published by the Minister from time to time;   1. the payment of fees or contributions (howsoever described) to the school; 2. a student’s academic ability, skills or aptitude; 3. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 4. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 5. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;   (other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.  In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school’s annual admission notice).   1. the date and time on which an application for admission was received by the school,   This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. |

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Náisiúnta Naomh Eoin will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice (where applicable)
* The information provided by the applicant in the school’s official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

Decisions in relation to applications for enrolment are made by the BOM in accordance with school policy. The BOM will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The BOM will have regard for the relevant DoES guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The BOM is bound by the DoES Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Scoil Náisiunta Naomh Eoin must have reached the age of 4 years by August 31st of the year they will commence school.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student’s ranking against the selection criteria and details of the student’s place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school’s decision (see section 18 below for further details).

## **10.** **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Náisiúnta Naomh Eoin, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## 11. **Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scoil Náisiúnta Naomh Eoin where —

1. it is established that information contained in the application is false or misleading.
2. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
3. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 10 above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,

(ii) an offer of admission to the school has been made, or

(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;

(ii) the date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Náisiúnta Naomh Eoin were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Náisiúnta Naomh Eoin is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## **15. Procedures for admission of students to other years and during the school year**

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| The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows: Senior Infants – 6th class  New pupils may be admitted to Senior Infants- 6th classes , provided that the class to which they are making their application is not oversubscribed.The guidelines for class size are communicated by the Department of Education annually.  -Parents /Guardians complete an application Form  -Parents read and sign the Code of Behaviour |

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| The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:  The school will employ the same procedures as stated in the above table.  The Board of Management will recommend a meeting with the Principal and class teacher.  Parents of children coming from other schools will also be advised that admission would be best at the beginning of a school term (after Christmas, after Easter )or after a natural break in the school year.(October mid- term and February mid- term) |

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## **16. Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of Scoil Náisiúnta Naomh Eoin or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school

## **17. Arrangements regarding students not attending religious instruction**

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| Our school is of Catholic ethos and, in keeping with that ethos , children of all or no faith are welcome to apply to this school  The following are the school’s arrangements for students, where the parent~~s~~ of the student who have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:  - Parents/Guardians are asked to notify the Principal, in writing that their child will not be taking part in Religious Instruction.  -A meeting will then be arranged with the parent(s)/guardian(s) of the student , to discuss the arrangements that will be put in place for the student during religious instruction |

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### 18. Reviews/appeals

**Review of decisions by the Board of Management**

The parents/guardians t of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

**Right of appeal**

Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

**19. Implementation and Review**

This Policy will be reviewed as deemed necessary by the Board of Management.

**20. Policy Ratification**

This Policy was ratified by the Board of Management of Scoil Náisiúnta Naomh Eoin

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**Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Chairperson , Board of Management)**

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**(Principal)**