

THE BOARD OF MANAGEMENT
St. Attracta's Junior National School
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ADMISSIONS POLICY





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ADMISSIONS POLICY FOR ALL APPLICATIONS

1. 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 September 2nd 2020. 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 St Attractas JNS admission process are set out in the school's **Annual Admission Notice** which is published on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

The application form for admission (which will be appended to this policy statement) is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic Spirit and General Objectives of St Attractas JNS

St. Attractas Junior National School is a co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin and caters for boys and girls from Junior Infants to Second Class.

'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, including the intellectual, physical, cultural, moral and spiritual aspects; and
- A living relationship with God and other people; and
- A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- The formation of the pupils in the Catholic faith,

and which school provides religious education for 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 St Attractas JNS 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.

2.1 Mission Statement:

'The school has a Catholic ethos inclusive of pupils of different persuasions whose religious outlooks are respected. Acknowledging that parents are the primary educators, we are inspired by a shared vision of excellence and we espouse a partnership approach. While we value high academic achievement, the social, personal and moral development of our pupils is of primary importance and we view the school as a learning organisation which is open to change and

innovation while cherishing the best educational, cultural and religious traditions of our society.’
(Mission Statement; St. Attractas J.N.S.)

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004), other relevant equality legislation and the Education (Admissions to Schools) Act 2018. We follow the curricula laid down by the Department of Education and Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998). The school depends on the grants and teacher resources provided by the Department of Education & Skills.

3. Admission Statement:

St. Attractas JNS does not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

St Attractas JNS is a school whose objective is to provide education in an environment which promotes Roman Catholic values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Applicants with special education needs

St. Attractas Junior National School is committed to a policy of inclusiveness, and welcomes children with special educational needs (SEN) provided that the resources and services required to meet the needs of these children are available within the school.

5. Admission of students:

St. Attractas JNS 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.”

This school shall admit each student seeking admission except where:

- the school is oversubscribed (please see section 6 below for further details)
- 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.
- D.E.S. regulations governing the appointment and retention of teachers in primary schools

6. Oversubscription

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

Category/List 1: Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Meadowbrook **(the eldest child will have priority in this ranking)**

Category/List 2: Children of staff **(the eldest child will have priority in this ranking)**

Category/List 3: Children residing outside the parish of Meadowbrook **(the eldest child will also have priority)**

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:

In the event of two or more students being tied for a place, the eldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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:

- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

- 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 siblings of a student attending or having attended the school as per Enrolment Criteria.
- 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 will be based on the following:

- The criteria outlined in the 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
- 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.

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 the applicant:

When Parents/Guardians receive the offer of a place in writing from the Board of Management they must do the following:

- Return the 'Signed Acceptance Form' by **both** parents/guardians where joint custody of a child applies
- Read and sign acceptance of the enclosed 'Whole School Behaviour Policy' & 'Anti-Bullying Policy' of St. Attracta's JNS by **both** parents/guardians where joint custody of a child applies
- Complete the section that requests the name of the child's pre-school – if he/she is attending one (please note that admission to St Attractas JNS is not contingent on prior attendance at pre-school)

In accepting an offer of admission a parent/guarding must indicate:

- Whether or not you have accepted an offer of admission from another school or schools. If you have accepted such an offer, you must provide details of the offer concerned and
- Whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the school 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 where:

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

If a Parent/Guardian does not respond to the offer of a place by the date stipulated on the place offer letter/e mail the child's name will be removed from the list and the place offered to the next applicant

12. Data Sharing and Retention (With other Schools/Organisations)

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 the Patron or another Board of Management with a list of the students in relation to whom—

- an application for admission to the school has been received,
- an offer of admission to the school has been made, or
- an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- the date on which an offer of admission was accepted by an applicant;
- a student's personal details including his or her name, address, date of birth and PPSN number (Personal Public Service Number) within the meaning of section 262 of the Social Welfare Consolidation Act 2005.

Additionally in compliance with the Data Protection Acts (1988-2018) information on the application form (appendix 3) will be held on computer/hard file for school purposes only. Paper copies of the application form will be shredded at the end of the relevant school year. No personal information on this form will be used for any other purpose. However, names, addresses, dates of birth and PPS numbers will be issued to the Department of Education & Skills through the Pupil Online Database (POD) for the purposes of grant payments and teacher allocation to schools, the Health Service Executive for hearing, vision and dental testing or for public health purposes such as vaccinations and TUSLA for child safeguarding referral purposes. Where it is deemed necessary that additional supports are required to meet the needs of children with Special Educational Needs, medical and psychological reports will be submitted to the National Council for Special Education (NCSE)

13. Waiting list in the event of over subscription

The school maintains a waiting list in priority order, **valid for one school year**. Placement on the waiting list is in the order of priority assigned to the student's application after the school has applied the selection criteria in accordance with this admissions 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.

If the school is unable to enrol a child/children from the Junior Infant Intake List 1, 2, 3 or 4 at the beginning of the academic year (or mid-year in the case of children transferring from another school), parents must submit a new application if they wish to make an application for the following school year.

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 admission policy, the Education Admissions to School Act 2018 and any regulations made under the Act.

Late applications 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. 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**.

Junior Infant applications received after the closing date are prioritised as follows:

- Late applications that meet the criteria for CATEGORY/LIST 1 will be placed on '**Category 1/List Applications**' and this list will be drawn up in the order in which applications are received
- Late applications that meet the criteria for CATEGORY 2/LIST will be placed on '**Category/List 2 Late Applications**' and this list will be drawn up in the order in which applications are received
- Late applications that meet the criteria for CATEGORY 3/LIST will be placed on '**Category/List 3 Late Applications**' and this list will be drawn up in the order in which applications are received

When all Applicants on Category/Lists 1, 2, and 3 received by the closing date, have been accommodated and if places are still available, or become available again due to cancellations, the Board will commence offering places firstly to those on '**Category/List 1 Late Applications**' followed by those on '**Category/List 2 Late Applications**' and lastly '**Category/List 3 Late Applications**'

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

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:

- All Applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, will be considered and decided upon in accordance with our school's annual admissions policy, the Education Admission to School Act and any regulations made under the Act.

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:

- All applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, will be considered and decided upon in accordance with our school's annual admissions policy, the Education Admission to School Act and any regulations made under the Act.

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

The board of St Attracta's JNS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangement for non-catholic pupils during religious instruction:

Appropriate work assignments based on other curricular areas (e.g. project work) will be assigned to those pupils whose parents/guardians have requested that the child attend the school without attending religious instruction in the school. This arrangement will not result in a reduction in the school day of such pupils.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s), to discuss how the request may be accommodated by the school.

18. Reviews /appeals of decisions by the BOM:

The parent 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.

19. Right of Appeal:

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, 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.

20. The school's code of behaviour, anti-bullying policy and other policies:

Children enrolled in our school are required to co-operate with and support the School/Board of Management's Whole School Behaviour Policy & Anti-bullying Policy as well as all other policies on curriculum, organisation and management. Acceptance of a place in the school is dependent on parents/guardians giving a written undertaking to accept the school's Whole School Behaviour Policy & Anti-bullying Policy. The Board of Management places responsibility on Parents/Guardians to ensure **that both they and their children** cooperate with the said policies in an age appropriate way. These policies may be added to and revised from time to time.

21. Dissemination of Admissions Policy

This policy will be published on the school's website www.stattractasjns.ie. Current parents will be advised by email of the publication of the revised Admissions Policy. The Admissions Policy and Annual Admissions Notice will accompany all Application Forms requested.

22. Ratification and Review

This policy was approved by the school Patron on 2nd September 2020

The Board of Management of St. Attractas J.N.S. ratified this policy on 7th September 2020.

It will be reviewed in March 2024 or prior to that date if the need arise



Signed: _____,

Paddy Gough, Chairperson, BOM

Appendix 1: Roads of Meadowbrook Parish

Acorn Road

Acorn Drive

Ballinteer Road (Only 7 houses between Ludford Road and Ashlawn)

Beech Drive

Beech Lawn and Beech Lawn Avenue

Broadford Crescent

Broadford Drive

Broadford Hill

Broadford Walk

Chestnut Grove

Dargle View

Hawthorn Drive

Hillview Estate

Hillview Grove

Ludford Drive

Ludford Grove

Ludford Road

Ludford Park

Meadow Avenue

Meadow Close

Meadow Grove

Meadowmount

Pine Copse Road

Stonemasons Green (3 houses)

Sycamore Drive

Sycamore Road

The Grove, Meadowmount

Willow Gate

Willow Road

Wyckham Park Road

APPENDIX 2: EVIDENCE OF ADDRESS

All Applications must be accompanied by two (2) utility bills in the full name of the Parent/Guardian who has signed the Application Form. A utility bill is a document sent to **a legal address** requesting payment of a public service. The Board will accept any two (2) of the following utility bills.

- Mains Gas
- Electricity
- Water
- TV
- Refuse
- Telephone (Landline only)
- Revenue Commissioners
- Local Authority Tenancy Document

Please Note: Where the applicant cannot present the stipulated utility bills, a letter from a Peace Commissioner/Commissioner of Oaths, confirming the address of the applicant is required. This letter must be dated within the previous 3 months of the date signed by the parent/guardian on the Application Form.