

ST. PATRICK'S NATIONAL SCHOOL POLICY DOCUMENT ROLL: 19942K



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2. Introduction

The Board of Management of St. Patrick's National School Calry sets out this Admission Policy which complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. St. Patrick's National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education of children with special educational needs, including in particular the provision and operation of a special class or classes when requested to do so by the Council.

St. Patrick's National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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 19th January 2023. 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. Patrick's National School admission process are set out in 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.

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.

3. Characteristic spirit and general objectives of the school

St. Patrick's National School is a Roman Catholic co-educational primary school with a Catholic ethos under the patronage of Bishop Kevin Doran (Bishop of Elphin). "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 with 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 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 St. Patrick's NS 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.

Mission Statement

St. Patrick's National School is a Catholic School, respecting other beliefs.

We offer a holistic education so that each child will emerge as self-reliant and confident.

We hope to achieve this through the collaborative effort of teachers, children, parents and the wider community.

Our School Ethos

Our school is a Catholic School with a Catholic Ethos. Non Catholic pupils attending our school are respectfully given the freedom to adhere to their own beliefs and practices.

Our Aim is to create an environment where each child is valued as a person and is provided with a variety of opportunities enabling them to live as a child and developing all aspects of the person; spiritual, emotional, moral, social, intellectual, cultural and physical.

We seek to develop in the child a positive self-image and a respectful caring attitude towards others.

We encourage each child to take an active part in their own development on all levels so that she can:

- enjoy being at school and contribute to making school life a good experience for all.
- be ready and able to benefit from second level education.
- go on to take their place in society as a happy fulfilled and responsible adult.

Since teaching/learning is a collaborative effort we involve parents, teachers, pupils and the wider community.

We endeavour to challenge the gifted child and to give special support, care and attention to children with any level of additional needs.

4. Admission Statement

St. Patrick's National School will not discriminate in its admission of a student to the school on any of the following:

- a) the gender ground of the student or the applicant in respect of the student concerned,
- b) the civil status ground of the student or the applicant in respect of the student concerned,
- c) the family status ground of the student or the applicant in respect of the student concerned,
- d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e) the religion ground of the student or the applicant in respect of the student concerned,
- f) the disability ground of the student or the applicant in respect of the student concerned,
- g) the ground of race of the student or the applicant in respect of the student concerned,
- h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- i) 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. Patrick's National School 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. St. Patrick's National School 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.

5. Categories of Special Educational Needs Catered for in the School

The School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. The School welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this Policy. Pupils with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE.

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 pupils who have been accepted for enrolment:

- a) Inform the School of any special needs as early as possible;

- b) 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.
- c) 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.
- d) Following receipt of the report, the Board will assess how the School can meet the needs specified therein. Where the Board deems that further resources are required, it will, request the DES and/or the NCSE and/or the HSE to provide the resources required to meet the needs of the child as outlined in the medical and/or psychological and/or medical report(s).
- e) The School may seek any other relevant information in relation to a successful applicant, which it considers necessary.
- f) The Principal may, in conjunction with the Special Educational Needs Organiser ("SENO") or the DES inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

6. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 7](#) below for further details)
- b) 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

St. Patrick's National School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

7. 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

- a) Children of teaching staff members.
- b) Children from our catchment area*.
- c) Children with older brothers and sisters in the school
- d) Children of parents whom they themselves or the child's grandparents attended the school to a maximum of 25% of the school's available spaces as set out in the annual admissions notice
- e) Children living outside the catchment area.

*In light of agreements made with The Department of Education and Skills on the closing of Calry old school and Dunally old school the following children are deemed to live within our catchment area.

- a) Children living closer to St. Patrick's National School Calry than any other National School.
- b) Children living closer to Dunally old school than any other National School.
- c) Children living closer to Calry old school than any other National School.

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:

A lottery will be held among those children in this category. Only the names of the children whose parents have returned an application form by the stipulated closing date as set out in the admissions notice will be included in this lottery.

8. 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) 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—
 - a. an early intervention class, or
 - b. an early start pre-school, specified in a list published by the Minister from time to time;
- b) the payment of fees or contributions (howsoever described) to the school;
- c) a student's academic ability, skills or aptitude;
(other than in relation to:
admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- g) the date and time on which an application for admission was received by the school;

9. Decisions on applications

All decisions on applications for admission to St. Patrick's National School will be based on the following:

- a) Our school's admission policy

- b) The school's annual admission notice (where applicable)
- c) 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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.

10. 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 19](#) below for further details).

11. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Patrick's National School, you must indicate

- a) 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
- b) 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.

12. 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 St. Patrick's National School where

- a) it is established that information contained in the application is false or misleading.
- b) 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.
- c) 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
- d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 11](#) above.

13. 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

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

The list may include any or all of the following:

- a) the date on which an application for admission was received by the school;
- b) the date on which an offer of admission was made by the school;
- c) the date on which an offer of admission was accepted by an applicant;
- d) 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).

14. 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 St. Patrick's National School 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 St. Patrick's National School 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

15. 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.

16. 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:

Transfers from another schools should take place at the beginning of a school term subject to there being sufficient space and resources available to accommodate the new pupil among other factors. Application forms are available online & from the school secretary. Failure to fully complete forms may result in refusal to admit the applicant. The behaviour record of a student, attendance record of a student and any other relevant information from their previous school shall be considered.

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:

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, approval of the Department of Education and Skills. Such transfers will be in accordance with the specified provisions of the Education Welfare Act 2000.

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

The board of St. Patrick's National School 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.

18. Arrangements regarding students not attending religious instruction

The school has arrangements for students, where the parents or in the case of a student where the parents 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:

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

19. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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 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. Policy Approval

This policy was ratified by the Board of Management at a meeting on 30th January 2023.

	School Principal	Chairperson Board of Management
Name	David Gallagher	Fr Hugh McGonagle
Signature		
Date		
Date of BOM meeting		

21. Document Revision History

Version	Revision Details
.001	Policy updated to comply with Education (Admission to Schools) Act 2018 - updated January 2020. Aligning policy to new format.
.002	Policy updated to comply with the commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018