

Admission Policy Draft 3

Admission Policy of St Patrick's N.S.

School Address:
Diswellstown Lawn, Castleknock, Dublin 15, D15PH21

Roll number: 20130B

School Patron: Diarmuid Martin, Archbishop of Dublin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and Admissions of 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 [date]. 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 N.S. 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 also be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St Patrick's N.S. is a co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin. It caters for children from junior infants to sixth 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;

- a. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b. a living relationship with God and with other people; and

- c. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d. the formation of the pupils in the Catholic faith, and
- e. 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 N.S. 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.

St. Patrick's N.S. is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While St. Patrick's N.S. is a school with a Catholic ethos, it also has due recognition for all other religions and none. St. Patrick's N.S. encourages the involvement of parents through home-school contacts and through their involvement in the Parents Association, the 'Helping Hands' initiative and the Partnership Schools initiatives. St. Patrick's N.S. endeavours to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible. St. Patrick's N.S. promotes gender equity amongst the teachers and pupils.

3. Admission Statement

St. Patrick's N.S. 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 N.S. is a school whose objective is to provide education in an environment which promotes Roman Catholic 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.

4. Categories of Special Educational Needs catered for in the school/ Special class

St. Patrick's N.S. is a mainstream school. It currently does not host a special class because of space constraints. Children with a wide range of special educational needs are enrolled in the school which does not discriminate on the grounds of special educational needs. The Department of Education and Skills plans to extend St. Patrick's N.S. These plans include specific provision for pupils with Special Educational Needs.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a. the school is oversubscribed.
- 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.

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:

Category 1: Siblings of current pupils who have their fourth birthday on/before January 01 of the year of commencement in Junior Infants. Should the number of applicants in this category exceed the number of places, places will be offered on the basis of age, with priority to the eldest

Category 2: Children (including siblings) who reside in the parish of St. Mochta, Porterstown at the time of application/children of school staff in order of age, priority to the eldest.

A full list of parish addresses is attached at Appendix 1

Category 3: All other applicants in order of age, priority to the eldest.

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:

The time of birth on the birth certificate will determine which applicant is offered the place

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. a student's prior attendance at a preschool or pre-school service, including naíonraí;
- b. the payment of fees or contributions (howsoever described) to the school;
- c. a student's academic ability, skills or aptitude;
- 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,

(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 concerned).

8. Decisions on applications

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
(This is attached at Appendix 2)
- 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](#) 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.

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 St. Patrick's N.S., parents/ guardians 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 are 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.

Please note: Under the Admission to Schools Act 2018 (section 7. I. iv), an offer of school place may not be made or may be withdrawn if this information above is not provided on acceptance of a place (see section 11 below)

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 St. Patrick's N.S. where—

- I. it is established that information contained in the application is false or misleading.
- II. 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.
- III. 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
- IV. 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 St. Patrick's N.S. 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 N.S. 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.

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 a 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

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:**

The Board of Management generally admits 28 students per class. The Board reserves the right to cap this number at 26 in any given class where there is documented evidence of an ongoing high level of need.

A list of 'capped' classes is drawn up in June each year and this list is included in the minutes of the June Board of Management meeting.

St. Patrick's N.S. will admit students seeking admission, except where the school is oversubscribed.

Should places become available these will be offered to applicants from Senior Infants to Sixth Class in the following order:

1. Children of school-going age who live in the Parish of St. Mochta, Porterstown (See Appendix A) /children of staff of St. Patrick's N.S. who do not have any school place.
2. Children of school-going age who live in the Parish of St. Mochta, Porterstown (See Appendix A)/children of staff of St. Patrick's N.S. who do not have a school place in the Dublin 15 area.
3. Children who reside in the Parish of St Mochta, Porterstown (See Appendix A) /children of staff of St. Patrick's N.S. and who are already attending one of the other schools in Dublin 15.

Fully completed application forms together with required documents as outlined on the forms will be accepted at any time during the school year. They will be date stamped and places, if any, will be offered in 'date of receipt' order.

In accordance with the Department of Education and Skills Policy, places, if any, in classes other than Junior Infants will only be offered to children in Categories 2 and 3 between June 30th and September 30th.

In the event that there are two or more students tied for a place in any of the selection criteria categories above The time of birth on the birth certificate will determine which applicant is offered the place

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:

St. Patrick's N.S. will accept students up to and including September 30th in any given year subject to availability of places.

From October 01, for the remainder of the school year, available places will be offered in accordance with the procedures laid out above.

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

This rule applies to all schools.

The Board of St. Patrick's N.S. 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. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parent(s) has/ 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.

18. Reviews/appeals

Review of decisions by the board of Management

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.

Right of appeal

Under Section 29 of the Education Act 1998, the parent 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.

This policy is subject to periodic review by the Board of Management.

Ratified and signed on behalf of the Board of Management of St. Patrick's National School.

Date: _____.

John Conway

Chairperson

Date: _____.

Mary Power Principal

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Appendix A - Catchment Area ,Parish of St.Mochta ,Porterstown

Aldermere
Allendale Square
Annfield
Barberstown
Barnhill
Bracken
Bramley (Avenue, Court Crescent Garth Heath Park Way)
Burnell
Carpenterstown Manor
Carpenterstown Road
Clonsilla Road (within the boundary of the parish of St.Mochta ,Porterstown)
College Gate
Cottonwood
Diswellstown Cottages
Diswellstown Manor
Fernleigh
Fottrell Hall
Hamilton Park
Homeleigh
Kellystown Road
Lambourn
Luttrell Park
Luttrellstown
Mount Symon Avenue
Moutain View Cottages
Mulberry
Oldfarm
Orchard Avenue
Outfarm Lane
Park Manor
Portersfield Apartments
Portersgate
Porterstown Road
Riverwood
Rugged Lane
Sandholes
Sandpits
Shelerin Road 1 - 5 S
Somerton (Golf Course)
Somerton Lane
St. Joseph's
St. Mochta's Estate
Stationcourt
Station View
Strawberry Beds
The Beeches
The Courtyard
The Meadows
The Orchard
The Village
Warren
Weavers Hall/ Row/
Windemere
Woodberry
Woodbrook

The Annual Admission Notice forms part of the admissions process and is obligatory. It contains the information that may change from year to year (dates, numbers etc) This reduces the need to review the entire policy annually as has been the case up to now.

ST.PATRICK'S NS
ANNUAL ADMISSION NOTICE
in respect of admissions to the 2021/2022 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/2022 school year is available as follows: –

To download at: www.stpatricksns.ie

On request: By emailing info@stpatricksns.ie

Or by calling to the school office

PART 1 - Admissions to the 2021/2022 school year

Application and Decision Dates for admission to 2021/2022 school year

The following are the dates applicable for admission to Junior Infants/First Year (delete as appropriate)

The school will commence accepting applications for admission on Not before October 01	Date to be decided
The school shall cease accepting applications for admission on (There must be a minimum period of 3 weeks between this date and the commencement date for accepting applications for admission)	Date to be decided
The date by which applicants will be notified of the decision on their application is (This date must be within 3 weeks of the closing date for receipt of application or within 3 weeks of the application date for late applications)	Date to be decided

The period within which applicants must confirm acceptance of an offer of admission is

Date to be decided

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in Junior Infants 2021-2022

The number of places being made available in junior infants is	112
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The recommended pupil/teacher ratio is 26:1. The BoM has decided to admit two pupils more than this to each class in the school. (28 per class)

PART 2 - Admissions to the 2019/2020 school year

As our previous policy was a joint policy with St. Mochta's N.S. we may not be obliged to include this information in the first year. I have logged a query with the patron re this and await response.

Breakdown of places allocated for the 2019/2020 school year: Common Admissions Policy in place for St.Mocha's and St.Patrick's schools	
Number of places available:	240 (<i>120 in each school</i>)
Number of applications received:	315
Number of Offers made and accepted under each criteria:	<u>Category 1:</u> Applicants living in the catchment area & Siblings – 240 places offered 230 places accepted. <u>Category 2:</u> Applicants living outside the catchment area : 10 places offered (St. Mochta's only)
Total number of offers made	240
Number of names placed on the waiting list for the school year concerned.	St. Patrick's NS Category 1: 61 St. Patrick's NS Category 2: 4

This policy and admission statement are well, though not exactly aligned with St. Mochta's. The intention is that our admission period, and date of offers would match and that we would use the similar templates for application and acceptance forms

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