St. Patrick’s N.S.

Drumshanbo,

Co. Leitrim.

Roll No: 19423J

**Patron**: Bishop of (Ardagh & Clonmacnoise)

**Admissions Policy**

**Reviewed:** January 2023

**Ratified:** February 2023

**Due for Review:** 2027

**St. Patrick’s National School**

**Admission Policy 2023**

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 …………. It is published on the school’s website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for St. Patrick’s NS admission process are set out in the school’s annual admission notice which will be 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. The Board trusts that by publishing this policy, parents will be assisted in relation to enrolment matters.

1. **Characteristic Spirit and general objectives of the school**

St. Patrick’s NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of Bishop of the Diocese of Ardagh and Clonmacnoise.

In the context of a Catholic primary school, Catholic ethos means that we seek to uphold the ethos and spirit of the Roman Catholic Church, which aims at promoting:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. the formation of the pupils in the Catholic faith,

Our 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.

While we are a Catholic ethos school, we welcome children of all denominations and none, and we respect the diversity of the community that we serve.

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.

**Our School Vision**

The motto of our school is Friendship and Learning (Cairdeas agus Oideas)

In our Mission Statement we say that

* We provide a welcoming and safe environment where all pupils are equally respected.
* Friendship and co-operation are at the heart of our school.
* We cultivate a positive atmosphere where children are inspired to achieve their full potential.

We strive to achieve the following aims:

* To provide a broad-based, integrated curriculum in order to facilitate the acquisition of knowledge and to promote enjoyment in learning.
* To provide knowledge and skills to equip all pupils for further study and work.
* To encourage all pupils to reach their true potential.
* To develop in the pupils a sense of moral values and good healthy relationships with others.
* To develop in the pupils a strong sense of belief in themselves and others
* To foster close relationships between the school, the pupils, the pupils’ family and the local community and to develop a sense of community.
* To promote health and wellbeing.
* Spéis agus suim a chothú sa chultúr – teanga, spórt, ceol,stair msl.

1. **Admission Statement**

St. Patrick’s NS 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.

Our 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.

1. **Categories of Special Educational Needs catered for in St. Patrick’s NS**

St. Patrick's National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to the children with special educational needs, including in particular by 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 patron or the board, as the case may be under section 37A and any direction served on the board under section 67 (4B) of the Education Act.

St. Patrick’s N.S. has established two special classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with Autism Spectrum Disorder, as specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. We have an enrolment policy pertaining to the Autism classes that should be read alongside this policy.

In relation to applications for the admission of children with other Special Educational Needs the Board of Management will request a copy of any relevant medical or psychological reports that are available. If such a report is not available, the board will request that the child be assessed prior to admission. The purpose of the assessment is to establish the educational needs of the child relevant to his/her disability/special needs and to profile the support services required.

Following receipt of such a report the Board of Management shall assess how St. Patrick’s N.S. shall meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Skills to provide the required resources. These may include any combination of the following: - visiting teacher service, Special Education Teacher, Special Needs Assistant, adaptations to the school building and environment, specialised equipment or furniture, transport or other services.

The BOM of St. Patrick’s N.S. will comply fully with any request from the Minister of Education and Skills. The BOM will also comply fully with any request from the National Council for Special Education and the Child and Family Agency, if the BOM believes it is in the best interest of the pupils already enrolled in the school. Other wise the BOM will appeal these requests.

1. **Admission of Pupils**

St. Patrick’s NS shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_heading=h.30j0zll) 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.

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

The special classes attached to our school provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. See also Enrolment Policy ASD Class 2023.

1. **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:

* Brothers and sisters of children already enrolled – priority to oldest.
* Children living within the catchment area – priority to oldest.
* Children of staff
* Any specific provisions for children of ethnic minorities, including travellers, refugees, asylum seekers etc.
* All other children – priority to oldest.

(See also Enrolment Policy ASD Class 2023)

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:

* Numbers in classes into which child is seeking to enroll – priority will be given to the child seeking to enroll in a class that is undersubscribed
* Parents/Grandparents having attended the school
* Priority will be given to the older child

1. **What will not be 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:

1. a student’s prior attendance at a pre-school or pre-school service
2. the payment of fees or contributions to the school
3. a student’s academic ability, skills or aptitude except in the case of pupils seeking to be enrolled in an ASD class where it will be necessary to ascertain that the pupil meets the criteria for a place in the class
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 the criteria set out in section 6 of this policy
7. 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 St. Patrick’s NS will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice
* 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 1](#_heading=h.1fob9te)4 below in relation to applications received outside of the admissions period and [section 15](#_heading=h.3znysh7)  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.

1. **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](#_heading=h.2et92p0) below for further details).

1. **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Patrick’s NS, you must indicate—

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

1. whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools or preschools and if so, you must provide details of the other school or schools concerned.
2. **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 NS 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.
5. **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

* 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 personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

1. **Waiting list in the event of over-subscription**

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 NS 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 NS 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.

1. **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.

1. **Procedure for admission on pupils 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 Junior Infant intake group are as follows:

Where parents are seeking to enrol pupils in classes for a different year, they will be asked to complete an enrolment form which will be retained in the school until the admission process for that year begins. At this time, it will be viewed with the other enrolments for that year. If there is over subscription, the criteria as outlined in section 6 of this policy will apply.

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:

Where parents seek to enrol the child during the school year, they will be asked to apply by letter to the Board of Management. The application will be considered at the next, scheduled Board meeting. The Board will make a decision based on

* The size of the class into which the pupil seeks to enrol
* The level of existing need within that class

Parents will be notified of the Board’s decision within 21 days.

1. **Declaration in relation to non-charging of fees**

The Board of St. Patrick’s NS 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.
3. **Arrangements regarding children not attending religious instruction**

The following are the school’s arrangements for pupils, where parents have requested that the pupil 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 by the parents that their child will be excused from attendance at formal religious instruction classes and specifically Catholic Liturgies. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school. The teachers will make every effort to accommodate for the child not participating in formal religious instruction, not saying prayers, not attending a prayer service or mass. As far as is possible, suitable alternative arrangements will be made in order to facilitate this. Children may complete other work on an interesting educationally appropriate and child friendly activity set by the class teacher, during Catholic religious’ instruction and/ or be facilitated in another classroom for the duration of Catholic religious’ instruction. Parents will be consulted in relation to these arrangements. It will not be possible however to provide religious instruction in other faiths. Children of other faiths and none and their families are most welcome to join their class at any sacramental or liturgical celebration, if they should so wish.

In St. Patrick’s N.S. we believe that having children from various faiths in a school can be used as an opportunity to develop understanding and tolerance of others. Every opportunity will be taken to develop respect for other religions and to celebrate difference.

1. **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.

**Implementation/Ratification and Review**

This policy will be presented to the Board of Management in February 2023. If ratified, it will then be sent to the Patron, Bishop Duffy for his approval. It will then become school policy and will be published on the school website. It is due for review in 2027. However, changes in legislation or in procedures of enrolment may precipitate an earlier review.

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**Ratification of policy for St. Patrick’s NS**

**Martin McGowan 28/02/23**

**Chairperson Date**

**Ruth McLoughlin 28/02/23**

**Principal Date**