

Admission Policy of St Brendan's N.S.

Loughshinny

Skerries Co. Dublin

Roll Number: 16844S

School Patron: 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 the Equal Status Act 2000. In drafting this policy, the Board of Management of St Brendan's National School Loughshinny 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 4/8/2020. 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 Brendan's National School Loughshinny'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 be made available in hardcopy on request.

2. Characteristic spirit and general objectives of the school

St Brendan's National School Loughshinny is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"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,

St Brendan's National School Loughshinny 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 Brendan's National School Loughshinny shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The Mission Statement of St Brendan's National School Loughshinny states that as a school:

- It celebrates the uniqueness of the child, as is expressed in each child's personality, intelligence and potential for development.
- It strives to nurture the child in all dimensions of his/her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social, physical and cultural.
- It supports the principles of inclusiveness, equality of access and of participation in school life, with respect for diversity of traditions, values, beliefs, languages and ways of life in society, whilst working within the context of the rules and regulations of the Department of Education and Skills.
- It promotes effective skills in communication essential for personal, social and educational fulfilment

- It strives to enable children to develop a positive attitude and an appreciation of the value and practice of life-long learning.
- It enables the child to develop a respect for cultural difference, an appreciation of civic responsibility, and an understanding of the social dimensions of life, past and present.
- St Brendan's National School Loughshinny promotes the involvement of parents in meeting their child's/children's educational needs through home/school contact and their participation in whole school community activities and events.
- St Brendan's National School Loughshinny promotes gender equity and equal opportunity among its pupils and staff.
- St Brendan's National School Loughshinny strives to enable the child to meet, with self – confidence and assurance, the demands of life, both now and in the future.

3. Admission Statement

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

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil 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 Brendan's National School Loughshinny 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 pupil a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

St Brendan's National School Loughshinny welcomes applications for enrolment of pupils with special needs. However, the school is conscious that, without suitable resources, we may not be able to

provide an appropriate education/environment for all pupils, including those with special needs. Therefore, we will endeavour to have suitable provisions in place when a pupil enters the school and throughout their attendance at the school. Each application is dealt with on its' own merits. To help the school ensure that this is achieved it will be essential that parents, after accepting an offer of admission;

- (a) Inform the school that special provisions may be required. This will allow the school to begin what, at times, can be a lengthy process in negotiating with the Department of Education and Skills and the National Council for Special Education to secure the necessary resources.
- (b) Provide up-to-date psychological/medical reports, as appropriate. This is essential in order to support requests for resources and to enable a decision to be made.

The Board of Management will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the Department of Education and Skills and the National Council for Special Education and the guidelines in relation to the deployment of these resources.

5. Admission of Pupils

This school shall admit each pupil seeking admission except where:

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a pupil, 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 pupil.
- c) St Brendan's National School Loughshinny is a Roman Catholic school and may refuse to admit as a pupil a person who is not of the Roman Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

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

1. Brothers and sisters (including stepsiblings) of children currently in the school, all children who live within the parish boundaries as per parish boundary map attached. (The eldest will have priority in this ranking)
2. Children of staff members (Teachers, Special Needs Assistants, Secretary, Caretaker) - priority to eldest child.
3. All children who apply to the school and are not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the children from (1) have been allocated places - priority to eldest child.

In the event that there are two or more children 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:

- Lots will be drawn by an independent person in the presence of a representative of each applicant.

- Two items of proper documentation will be required to prove residency status within the parish boundaries.

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 pupil on a waiting list for admission to the school:

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

8. Decisions on applications

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

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) 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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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 Brendan's National School Loughshinny you must indicate—

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

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

An offer of admission may not be made or may be withdrawn by St Brendan's National School Loughshinny 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 pupil, 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 pupil 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 pupils. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the pupils 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 pupil'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 pupils whose applications for admission to St Brendan's National School Loughshinny 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 Brendan's National School Loughshinny is in the order of priority assigned to the pupils' 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils 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 Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

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

The procedures in relation to the admission of pupils who are not already admitted to the school to classes or years other than the school's intake group and the procedures of the school in relation to the admission of pupils who are not already admitted to the school are conditional on the following:

- The Department of Education and Skills' requirements for the transfer of a pupil from one primary school to another are fully complied with,
- The requirements of the Education Welfare Act 2000 are fully complied with,
- There is a vacancy in the school,
- The size of/available space in classrooms,
- The existence of multi-grade classes,
- Maximum class average directives from The Department of Education and Skills,
- Parameters stipulated in the schools Health & Safety Policy,
- A completed Pre-Enrolment Form - (available in the secretary's office which must be accompanied by the following documentation:
 - An original Birth Certificate/Adoption Certificate. (will be copied and returned)
- The candidate's position on the waiting list for the relevant class level.

The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- The Department of Education and Skills' requirements for the transfer of a pupil from one primary school to another are fully complied with
- The requirements of the Education Welfare Act 2000 are fully complied with
- There is a vacancy in the school
- The size of/available space in classrooms
- The existence of multi-grade classes
- Maximum class average directives from The Department of Education and Skills
- Parameters stipulated in the schools Health & Safety Policy
- A completed Pre-Enrolment Form - (available in the secretary's office which must be accompanied by the following documentation:
 - An original Birth Certificate/Adoption Certificate. (will be copied and returned)
- The candidate's position on the waiting list for the relevant class level

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

The Board of Management of St Brendan's National School Loughshinny 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

17. Arrangements regarding pupils not attending religious instruction

The following are the school's arrangements for pupils, where the parents have requested that the pupil attend the school without attending religious instruction in the school:

- A written request should be made to the Principal of the school
- Alternative arrangements will be discussed with parents on a case by case basis.

These arrangements will not result in a reduction in the school day of such pupils.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the pupil may request the Board of Management 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 of management 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 within three weeks** 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 within three weeks** 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 pupil 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 within three weeks** 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 within three weeks** 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.

Chairperson Cecelia Dowd
Date _____

Principal Niall Mulvey
Date _____