



ST BRENDAN'S NATIONAL SCHOOL LOUGHSHINNY

ADMISSIONS POLICY

Address: Loughshinny, Skerries, Co. Dublin

Roll Number: 16844S

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 parents of children attending the school.

The policy was approved by the Patron on _____ and by the Board of Management on _____.

The policy is published on the school's website and is available in hard copy upon request.

The relevant dates and timelines for the admission process are set out in the school's Annual Admission Notice, published annually on the school's website.

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 is also available in hard copy on request.

2. Characteristic Spirit and General Objectives of the School

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

Catholic Ethos 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, including intellectual, physical, cultural, moral and spiritual development;
- b) a living relationship with God and with other people;
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ;
- d) the formation of pupils in the Catholic faith.

The school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church.

The Board of Management shall uphold and be accountable to the Patron for maintaining the characteristic spirit of the school.

Mission Statement

St Brendan's National School Loughshinny:

- Celebrates the uniqueness of every child.
- Nurtures the child in all dimensions of development: spiritual, moral, cognitive, emotional, imaginative, aesthetic, social, physical and cultural.
- Supports inclusiveness, equality of access and participation in school life.
- Promotes effective communication skills.

- Encourages lifelong learning.
- Fosters respect for diversity and civic responsibility.
- Promotes meaningful parental involvement.
- Promotes gender equity and equal opportunity.
- Strives to enable every child to meet life's demands with self-confidence and assurance.

3. Admission Statement

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

- Gender
- Civil status
- Family status
- Sexual orientation
- Religion
- Disability
- Race
- Membership of the Traveller community
- Special Educational Needs

These grounds shall be interpreted in accordance with the Equal Status Act 2000.

St Brendan's National School Loughshinny is a Catholic school which welcomes applications from all children and operates its admissions process in accordance with the Education Acts, the Equal Status Acts and all relevant Department of Education requirements.

4. Admission of Pupils with Special Educational Needs

St Brendan's National School Loughshinny welcomes applications from all children, including children with Special Educational Needs.

The school is committed to supporting the inclusion of pupils with additional educational needs and will utilise the resources allocated by the Department of Education and the National Council for Special Education (NCSE).

To assist the school in planning effectively for a child's educational needs, parents/guardians are requested, following acceptance of an offer of admission, to:

- a) inform the school of any special educational needs, medical conditions or additional supports that may be required;
- b) provide relevant and up-to-date professional reports, including educational, psychological, medical or therapy reports where available.

The Board of Management will make every reasonable effort to provide appropriate supports in line with resources made available by the Department of Education and the NCSE.

5. Admission of Pupils

The school shall admit each pupil seeking admission except where:

- a) the school is oversubscribed (see Section 6);

b) a parent/guardian, when required by the Principal in accordance with Section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the school's Code of Behaviour is acceptable and that reasonable efforts will be made to ensure compliance with that code.

6. Oversubscription

In the event that the school is oversubscribed, applications received within the period specified in the Annual Admission Notice will be considered in the following order of priority:

- Siblings (including step-siblings, foster siblings, adopted siblings and children residing in blended family arrangements) of pupils currently enrolled in the school.
- Children ordinarily resident within the parish boundaries of Loughshinny Parish.
- Children of permanent school staff members.
- All other applicants.

Definitions

A sibling includes a brother, sister, step-brother, step-sister, foster sibling or adopted sibling.

Proof of residence may be requested and may include utility bills, official correspondence, or other documentation approved by the Board of Management.

Parish residence shall be determined by the recognised boundaries of Loughshinny Parish.

Tie-Breaker

Where the number of applications in any category exceeds the number of places available, places will be allocated by lottery.

The lottery will:

- Be conducted by the Principal.
- Take place in the presence of an independent observer appointed by the Board of Management.
- Be documented and retained as part of school records.

7. What Will Not Be Considered

In accordance with Section 62(7)(e) of the Education Act, the school will not take any of the following into account:

- Prior attendance at preschool.
- Payment of fees or contributions.
- Academic ability, skills or aptitude.
- Parents' occupation, financial status or educational background.
- Attendance at interviews, meetings or open days as a condition of admission.
- Previous attendance of relatives at the school.
- The date and time of receipt of an application during the application window published in the Annual Admission Notice.

8. Decisions on Applications

All decisions regarding admission applications will be based solely on:

- This Admission Policy.
- The Annual Admission Notice.

- Information supplied on the official Application Form.

No criteria outside this policy shall be used in making admission decisions.

9. Notification of Decisions

Applicants will be notified in writing of the school's decision within the timelines outlined in the Annual Admission Notice.

Where admission is refused, the reasons will be provided in writing, together with details of:

- Selection criteria applied.
- Waiting-list position (where applicable).
- Rights of review and appeal.

10. Acceptance of an Offer

Parents/guardians accepting a place must indicate:

- a) whether another school place has already been accepted;
- b) whether applications remain pending in any other schools.

11. Circumstances in Which Offers May Be Withdrawn

An offer may be withdrawn where:

- Information supplied is false or misleading.
- Acceptance is not received by the stated deadline.
- Required Code of Behaviour confirmation is not provided.
- The requirements relating to acceptance of an offer have not been met.

12. Sharing of Data with Other Schools

The school may share information with other schools, patrons or Boards of Management in accordance with Section 66(6) of the Education (Admission to Schools) Act 2018.

Such information may include:

- Application dates.
- Offer dates.
- Acceptance dates.
- Pupil details as permitted by law.

13. Waiting List

Where applications exceed available places, a waiting list will be established.

Applicants will be placed on the waiting list according to the order resulting from the application of the selection criteria outlined in Section 6.

The waiting list will remain in operation for the school year for which admission is sought.

Applications received after the closing date will be added to the end of the waiting list in order of receipt.

14. Late Applications

Applications received after the closing date stated in the Annual Admission Notice will be considered in accordance with this Admission Policy and relevant legislation.

Applicants will be informed of the decision within three weeks of receipt of the application.

Where a place is available, an offer will be made. Where no place is available, the applicant will be placed on the waiting list.

15. Admission to Other Years and During the School Year

Applications for admission to classes other than Junior Infants, and applications received after the commencement of the school year, will be considered subject to:

- Compliance with Department of Education transfer procedures.
- Compliance with the Education Welfare Act 2000.
- Availability of places.
- Classroom accommodation.
- Multi-grade class structures.
- Staffing requirements.
- Health and Safety requirements.
- Submission of all required documentation.

Required documentation includes:

- Completed Application Form.
- Original Birth Certificate or Adoption Certificate.

Where applications exceed available places, the selection criteria outlined in Section 6 shall apply.

16. Declaration Regarding Non-Charging of Fees

The Board of Management of St Brendan's National School Loughshinny shall not charge fees or seek payment or contributions as a condition of:

- a) making an application for admission;
- b) admission to, or continued enrolment in, the school.

17. Arrangements for Pupils Not Attending Religious Instruction

Where parents/guardians request that a pupil does not participate in Religious Education:

- A written request should be submitted to the Principal.
- The school will make reasonable arrangements, where practicable, for the supervision of the pupil.
- Alternative educational activities may be provided where appropriate.
- The arrangement will not result in a reduction of the school day.

18. Reviews and Appeals

Review by the Board of Management

Parents/guardians may request a review of a decision to refuse admission in accordance with Section 29C of the Education Act 1998.

Reviews will be conducted in accordance with procedures determined by the Minister for Education.

Where admission is refused due to oversubscription, a review by the Board of Management must be sought before an appeal may be made.

Right of Appeal

Parents/guardians may appeal a refusal of admission under Section 29 of the Education Act 1998.

Appeals will be determined by an independent Appeals Committee appointed by the Minister for Education.

Appeals must be made within the timelines and procedures prescribed by the Department of Education.

Ratification

Approved by the Board of Management on: _____

Approved by the Patron on: _____

Date of Implementation: _____

Date for Review: _____