

**Admission Policy of**

**St. Patrick’s Junior National School**

**Corduff**

**Dublin 15**

**Roll number: 19545A**

**School Patron: Catholic 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 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 June 25th 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. Patrick’s JNS 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.

**2. Characteristic spirit and general objectives of the school**

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St. Patrick’s JNS is a Catholic co-educational primary school with a Catholic ethos under the patronage of his Grace 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 to promote:



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,

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 JNS 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.

Aims of St. Patrick’s JNS

The following are the agreed aims of the school:

* + To promote the fullest possible development of each child as an individual and as a member of society.
	+ To promote attitudes and habits related to spiritual fulfilment and to ensure a sound social, moral and religious development.
	+ To encourage the child to be self -confident, independent, tolerant, kind and co- operative .
	+ To endeavour to ensure that, at a minimum, each child will achieve a competence, appropriate to his/ her ability, in literacy and basic mathematical concepts and operations.
	+ To ensure that all activities, policies and programmes are developed and delivered with respect and that a positive celebration of difference is cultivated, always being mindful of the moral, conscientious, religious, linguistic and cultural principles of all within the school community
1. **Admission Statement**

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St. Patrick’s JNS 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

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

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 JNS is a co-educational school whose 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.



St. Patrick’s JNS is a co-educational school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with Autistic Spectrum Disorder (ASD) educational needs specified by the Minister and may refuse to admit to the class a student who Department of Education and Skills (DoES) not have the category of needs specified.



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

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St. Patrick’s JNS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorder with the emphasis being on ultimately integrating children into the mainstream.



Other children with a variety of Special Educational Needs can also be accommodated

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within the mainstream setting



**5. Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#page4) 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 JNS is a school of the Catholic denomination and may refuse to admit as a student a person who is not of the Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.



The special class attached to St. Patrick’s JNS provides an education exclusively for students with Autism Spectrum Disorder(ASD) 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.



**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. Siblings and stepsiblings of pupils enrolled in St Patrick’s JNS Early Start Class
2. Siblings and stepsiblings of pupils enrolled in St. Patrick’s JNS and children resident in the parish of Corduff.
3. Children of staff of St. Patrick’s JNS
4. Children residing outside the parish of Corduff



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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:

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* In the mainstream classes if the applications within categories exceed the number of places available, older children will have precedence
* In the Early Start Class in the event that there are more applications than places available, priority will be given to
	1. Department of Education & Skills guidelines.
	2. Brothers and Sisters of children currently attending St. Patrick’s JNS
		1. All other categories.
* In the Autism Spectrum Disorder Class in the event of oversubscription, priority will be given to older children. Names will be placed on a waiting list for the duration of one academic year only, for which the application was originally made.



**Admission to the Early Start Class of St. Patrick’s JNS Criteria for enrolment for Early Start:**

In accordance with the Department of Education and Skills revised guidelines (March 2012)

the following criteria apply for enrolment in Early Start. The following criteria are used:

1.Children must be more than 3 and less than 5 years and on the 1st September of the year of enrolment.

2. Needs of Family/Child.

3.Recommendation of other agencies.

The Board of Management extends these criteria to include:

1. Brothers and Sisters of children currently attending St. Patrick’s JNS.

5.Children of the catchment.

**Application for ASD class in St. Patrick’s JNS Enrolment Application Procedure for the ASD class**

The Special Class in St. Patrick’s JNS is an additional support mechanism for pupils with autism who fulfil the criteria for admission to the Special Class and who would find it challenging to attend the mainstream classroom on a full-time basis. This class is an integral part of St Patrick’s JNS and accommodates a maximum of six pupils. The pupils in the Special Class will be integrated into the day to day activities of the school insofar as possible and they will partake in as many school-related activities as they can, in line with their needs .As St Patrick’s Junior National School is a junior school the upper age limit on any child attending the Special class is 8 years of age , this is in order to facilitate integration.

As the Special Class is an integral part of St. Patrick’s JNS, all Plans and Policies of the Plean

Scoile apply to this class. It is not deemed necessary to re-iterate these in this Appendix. Such

Plans and Policies as may need to be adapted for the pupils in the Special Class, will be

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discussed by the Principal, the SEN team (including the staff of the Special Class), the parents of the pupils in the Special Class and the Board of Management as appropriate. The Primary School Curriculum is our educational programme but there will be additional emphasis in our ASD class in areas such as social and communication skills, coping skills and strategies, the development of adaptive and independent skills.

1. **Criteria for Enrolment in the Special Class in St. Patrick’s JNS:**
2. Each pupil must have a diagnosis of autism/ autism spectrum disorder using the DM IV, DM V or ICD 10 criteria as set out by a professional or individual approved by the Department of Education and Skills.
3. **A recent recommendation (within the previous two years) that a Special Class placement is best suited to the child’s needs must be clearly stated in the child’s psychological assessment. Should the psychological assessment be older than two years, it must be accompanied by a supporting letter from the psychologist written within the previous two years.**
4. A fully completed application form must be filled in by the parents. All relevant reports from all professionals and services dealing with the child must accompany the application form.
5. If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. The Parents will be notified that the application will not be considered until a complete application is submitted.
6. The application will be assessed by the ASD Enrolment Advisory Board, who will advise the Board of Management on the application.
7. The BOM will decide on whether to accept the application.
8. If offered a place Parents/Guardians must accept in writing within 7calandar days. If this acceptance is not received within the timeframe outlined the school will understand this to mean that the place is not being accepted and will consequently reallocate the place.
9. A child’s enrolment to the Special Class may be phased in gradually through a mutually-agreed process between the Board of Management, the school personnel and the child’s parents. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of a child’s day may vary depending on their needs.

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1. As inclusion is an integral part of our school ethos, it is a necessary criterion of enrolment that any pupil enrolled in the Special Class must have the potential of integrating into the mainstream setting. Thus, his/ her level of autism must not prevent him/her from interacting appropriately and integrating into mainstream.
2. The level of integration, duration and timing will be at the discretion of the Principal, the Special Class teacher, the mainstream class teacher, the parents of the child in question.
3. Placement in the special class will be subject to regular review in order to monitor the

child’s progress and the appropriateness of the placement.

1. The school must have the resources to meet the special educational needs of the pupil who wishes to be enrolled in the Special Class of St. Patrick’s JNS.

**Placement and Continuing Placement of a pupil in the ASD class**

Children already enrolled in our mainstream setting in St. Patrick’s JNS with a recommendation for a special class setting will have priority in the application process.

* Pupils will be gradually transitioned to the ASD class through a mutually agreed process between the school and the Parents.
* The individual needs of each pupil are continually reviewed to ensure that the ASD class is the appropriate setting to meet the needs of the individual pupil. A review of each pupil’s progress and his/her Individual Education Profile will be carried out in consultation with parents and other professionals where necessary.
* The school reserves the right to review the pupil’s progress at the end of the academic year to determine whether the ASD class is the appropriate setting for the pupil.

**ASD Class Enrolment Advisory Board**

* The advisory board is comprised of the Principal, the ASD class teacher and a member of the Board of Management. The Advisory board will advise the BOM on the applications for the ASD class
* Decisions regarding the placement of an applicant in the ASD class lies with the Board of Management.

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* Places are allocated to the ASD class contingent on the continuation of resourcing from the National Council for Special Education (NCSE) and the Department of Education and Skills (DoES).

**Behaviour**

It is accepted that children with special educational needs may display difficult & challenging behaviours associated with their diagnosis. All efforts will be made by the school to manage such behaviour using various strategies, through the implementation of the child’s individual education plan, in consultation with the child’s parents/guardians.

All children including pupils with special needs are subject to the School Code of Behaviour & Health & Safety Statement.

**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:



* 1. a student’s prior attendance at a pre-school or pre-school service with the exception of the Early Start class of St. Patrick’s JNS which is a pre-school sanctioned by the Department of Education and Skills
1. the payment of fees or contributions (howsoever described) to the school;
2. a student’s academic ability, skills or aptitude; other than in relation to:
	* + admission to the ASD class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
3. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
4. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
5. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;

siblings of a student attending or having attended the school

1. the date and time on which an application for admission was received by the school,



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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 JNS 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](#page11) below in relation to applications received outside of the admissions period and [section 15](#page12) 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](#page12) 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 JNS, you must indicate—

1. 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
2. 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.

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**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 JNS 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](#page9) 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—

1. an application for admission to the school has been received,
2. an offer of admission to the school has been made, or
3. an offer of admission to the school has been accepted.

The list may include any or all of the following:

1. the date on which an application for admission was received by the school;
2. the date on which an offer of admission was made by the school;
3. the date on which an offer of admission was accepted by an applicant;
4. 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 JNS 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 JNS 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.

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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 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**

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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:

Pupils may transfer to St Patrick’s JNS at any time subject to the school policy and there being available space, and in some cases the approval of the Department of Education and Skills (DoES). A notice of the enrolment will be issued and relevant information concerning attendance and the child’s educational progress will be requested. (Education Welfare Act). The Schools Code of Behaviour will be attached and the parents will be requested to read and sign it.



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 St Patrick’s JNS at any time subject to the school policy and there being available space, and in some cases the approval of the Department of Education and Skills (DoES). A notice of the enrolment will be issued and relevant information concerning attendance and the child’s educational progress will be requested. (Education Welfare Act). The Schools Code of Behaviour will be attached and the parents will be requested to read and sign it.



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

This rule applies to all schools.

The board of St. Patrick’s JNS 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.

**17. Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

The following are the school’s arrangements for students, where the parent~~s~~ have requested that the student attend the school without attending religious instruction in the school. :



A meeting will take place between the parents and the school Principal to make suitable arrangements. These arrangements will not result in a reduction in the school day of such students.



**18. 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**

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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 bythe 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.

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