



St. Kevin's National School Admissions Policy 2021/2022

Patron: Archbishop of Dublin

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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 [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. Kevin's NS 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.

Characteristic spirit and general objectives of the school

School Profile

The school is a Catholic Primary school, which caters for both boys and girls, operates under the patronage of the Dublin Archdiocese. The school is managed by a BoM, is funded by the Department of Education and Science (DES), and operates within the guidelines and regulations set down from time to time by that Department.

Ethos

Conscious of the legacy of the Catholic ethos, our school upholds the values and principles of a Christian education in the Catholic tradition. Working together as a school community, the BoM, principal, staff, parents, and pupils will strive to provide an environment, which will allow all pupils to develop to their maximum potential and fulfil their role in society.

The school recognises the central role of the family as the primary educator of the child. The school also accepts and supports the constitutional right and duty of the parents to provide for the religious, moral, intellectual, physical, and social education of their children.

Mission

The school aims to provide the best possible environment to cater for the cultural, educational, moral, physical, religious, social, spiritual, and linguistic values and traditions of all its pupils, with the resources available to us. The focus of the school philosophy is the education of the whole child to reach his or her full potential. We respect the dignity and uniqueness of each person. Our school is committed to the full and proper development of all aspects of the individual pupil, for personal and family life, for working life, for living in the community and for leisure. We are committed to providing the best possible environment to facilitate this development.

Operating Context

The school operates within the context and parameters of the DES regulations and programmes. The school recognises the rights of the patron as set out in the Education Act of 1998, (Section 15, 1 & 2). The school recognises that the funding and resources available to it limit it.

Within this context, the school supports the following underlying principles:

- a) Inclusiveness, especially with reference to the enrolment of pupils with special educational need.*
- b) Equality of access and participation in the school.*
- c) Parental choice in relation to selection of school, having regard for the characteristic spirit of that school.*
- d) Respect for diversity. The school respects diversity of traditions, values, beliefs, language, and way of life.*

It is important to note that;

- a) The financial resources of the school are provided by a combination of state grants, sponsorship, other voluntary contributions, and fund-raising.*
- b) The staffing resources are provided by DES allocation.*
- c) The implementation of the school's admission policy has due regard to the financial and teaching resources of the school. The school operates within relevant legislation, the Rules for National Schools and regulations set down from time to time by the DES. It follows the curricular programme prescribed by the DES, which may be amended from time to time by the DES, in accordance with the Education Act 1998, (sections 9 & 30).*
- d) The school participates in the DES DEIS School Support Programme and is categorised by the DES as a DEIS Band 1 school.*

Admission Statement

St. Kevin's NS 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. Kevin's NS is a school whose objective is to provide education in an environment which promotes certain 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.

St. Kevin's NS is a 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

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

St. Kevin's N.S. endeavours to be an inclusive school, where equality of access is valued and where pupils are encouraged to participate to the full extent of their abilities. The school welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this policy.

Pupils with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or N.C.S.E. In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and physical needs of the child relevant to her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to commencement date, make an application to the Special Education Needs Organiser to provide the resources required to meet the needs of the child as outlined in the psychological/medical report.

These resources may include for example, access to or the provision of any or a combination of the following:

- i. Visiting teacher service
- ii. Special needs assistant
- iii. Specialised equipment or furniture
- iv. Transport services or other

The Principal will meet with the Parents/Guardians of the child and will contact the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include Parents/Guardians, Principal, Class Teacher, Special Education Teacher, Special Educational Needs Organiser or Psychologist, as appropriate.

Admission of Students

This school shall admit each student seeking admission except where –

- i. the school is oversubscribed (please see section 6 below for further details)
- ii. 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
- iii. Where a student is less than 4 years of age on the 1 September of the school year concerned.
- iv. St. Kevin's NS is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic belief where it is proved that the refusal is essential to maintain the ethos of the school.

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, sisters, half-siblings, adopted or foster siblings of current pupils.*
- 2. Children who have a brother, sister, half sibling, adopted or foster sibling who have previously attended the school. If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.*
- 3. Children who have a parent or guardian employed by the School's Board of Management or are children of current teaching staff.*
- 4. Families whose primary residence is either*
 - a) in the immediate areas of Sallynoggin Community and Our Lady of Victories Parish boundary, starting closest to the school and radiating outwards from the school within the parish or*
 - b) In Sallynoggin Community and Our Lady of Victories Parish boundary within a 2 mile distance by road from the school.*
 - c) If the class is oversubscribed within the application of this particular criterion, then the furthest from the school under either (a) or (b) will be eliminated first.*
- 5. Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.*
- 6. If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritization proceeds until all places have been allocated.*
- 7. 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), places will be offered or added to a waiting list by the earlier date of birth of the student.*

Reaching a Maximum Number of Admissions

- 1. If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled. If during this selection process, two or more applicants have the same date of birth, the school will*

apply a random selection process to these applicants only, in order to establish to whom places in that category will be offered. This random selection process will be witnessed by the Board of Management.

- 2. A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above. Where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the order of priority the applicant has been placed on the list.*
- 3. Incomplete applications will not be considered, and applicants will not be placed on the waiting list.*
- 4. In a particular year, an applicant may fulfil the enrolment criteria and be offered a place, and parents of the applicant may accept the place. If subsequently the applicant's parents decide not to send their child to school that particular year, the applicant's place cannot be deferred. Instead the applicant must reapply for the following year and will be offered a place if they fulfil the enrolment criteria for that following year.*

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:

- i. a student's prior attendance at a pre-school or pre-school service, including naíonraí,*
- ii. the payment of fees or contributions (howsoever described) to the school.*
- iii. a student's academic ability, skills, or aptitude.*
- iv. the occupation, financial status, academic ability, skills, or aptitude of a student's parents.*
- v. a requirement that a student, or his or her parents, attend an interview, open day, or other meeting as a condition of admission.*
- vi. 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*
 - a. siblings of a student attending or having attended the school and*
 - b. parents or grandparents of a student having attended the school.*
- vii. the date and time on which an application for admission was received by the school*
- viii. Religion is not used as a criterion for admission*

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.

Decisions on applications

- i. All decisions on applications for admission to St. Kevin's NS will be based on the following:*
- ii. Our school's admission policy*
- iii. The school's annual admission notice*
- iv. 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 below in relation to applications received outside of the admissions period and section 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.

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).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Kevin's NS, 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. (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.*

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. Kevin's NS 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.*
- v.*

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. (ii) an offer of admission to the school has been made, or*
- iii. (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).*
- v.*

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. Kevin'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. Kevin'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.

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.

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.

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:

- i. Parents/guardians wishing to apply for a place in any class other than Junior Infants must write an application letter to this effect to the Chairperson of the Board. The decision to accept children in any other class is a matter for the Board of Management to decide.*
- ii. Where the number of applications exceeds the number of places available in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy applies to such applications.*
- iii. Where no places are available, the child's name will be placed on the waiting list in accordance with Section 13 of this policy.*

Prior to the board of management making a determination on the enrolment of a child into any class from Senior Infants to Sixth class (or Junior Infants once the academic year has started) St. Kevin's N.S. will post registration forms to applicants' parents / guardians and request (where applicable):

- i. Reports from previous schools*
- ii. Birth certificate*
- iii. Educational, psychological, or other relevant reports*

Parents / guardians will be informed of a decision on enrolment applications within 21 days of receiving completed applications. Applications that have not included reports requested by St. Kevin's N.S. will not be considered complete.

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:

The following criteria apply when an application for enrolment during the academic year is under consideration:

- i. That optimum arrangements of existing pupils for teaching and learning purposes are maintained.*
- ii. That a place exists in the relevant class(es), taking all relevant circumstances into account, e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.*
- iii. An application to enrol will not be accepted where the existing classroom, in respect of which the application relates to, has 30 pupils.*
- iv. Only pupils on the established waiting list for the relevant academic year will be accepted into Junior Infants prior to 1st October of that year (should a place become available).*
- v. An application for enrolment into Junior Infants after 1st October and for the remainder of the academic year, will only be considered where a vacancy exists, the applicant was already enrolled in another primary school and is/was in attendance at that primary school for not less than 20 school days and the maximum number in the junior classroom does not exceed 30 pupils.*

An applicant will be enrolled in an age appropriate class where the foregoing and following criteria have been met and provided there is not a refusal to enrol:

- i. The School is provided with a fully completed, signed, and dated enrolment application form which is available from the school office and on the school's website together with all required documentation.*
- ii. The applicant will be required to provide relevant reports, references, reports detailing the applicant's behaviour record from the school from which the applicant proposes to transfer or the School last attended by the applicant.*

Failure to provide the documents referred to above will mean an application is incomplete.

- i. A separate form must be completed for each applicant, if applicable.*
- ii. Acceptance by the school office of the application does not mean that same will be processed.*
- iii. Applications which are incomplete, not signed, not dated, and/or do not include the required documentation will not be processed.*
- iv. Applicants who are not successful in securing a place will be placed on a waiting list in date order of receipt of completed applications.*

A place on the waiting list expires at the end of the academic year for which the application was made.

Incomplete applications will not be considered, and applicants will not be placed on the waiting list.

Submitting inaccurate information on an application form or in accompanying documentation will render the application void. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.

Written notification of the decision regarding the application will be issued to the parent(s)/ guardian(s) of the applicant within 21 days of receipt of the fully completed, signed, and dated application form provided all requested documentation has also been provided.

Parent(s)/ guardian(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place within 10 school days. Failure to do so will result in the place being forfeited and reallocated.

Any contact or lobbying of school personnel or board members regarding admission will disqualify an applicant.

Declaration in relation to the non-charging of fees

The board of St. Kevin'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-

- (a) an application for admission of a student to the school, or*
- (b) the admission or continued enrolment of a student in the school.*

Arrangements regarding students not attending religious instruction

Our school welcomes all pupils of all faiths and St. Kevin's NS has a Catholic ethos. While pupils cannot be removed from class while religious instruction is taking place, alternative work can be arranged for pupils to complete during religious instruction within the classroom. Parents who do not wish for their children to take part in religious instruction are asked to meet with their child's teacher at the start of each year to discuss these arrangements.

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

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 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.