

Admission Policy of Scoil an Chroí Ro Naofa Sois

School Address: Killinarden Way, Tallaght, Dublin 24. D24K528

Roll number: 19652B

School Patron: Archbishop Dermot Farrell

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 20/10/2023. 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 Scoil an Chroí Ro Naofa 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

Scoil an Chroí Ro Naofa Junior is a Catholic co-educational primary school with a Catholic ethos under the patronage of Archbishop Martin, 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 harmonious development of all aspects of the person of the child, 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

(d) the formation of the children in the Catholic faith,

And which school provides religious education for the children 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) of the Education Act, 1998 the Board of Management of Scoil an Chroí Ro Naofa Junior 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.

As outlined in our Mission statement "The child is the focus of our energy. In partnership with parents, the wider community and the Department of Education & Skills our school team strives to deliver a holistic education to each child. We aim to offer a positive meaningful educational experience which allows the child to develop to his/her full learning potential in a safe, happy, stimulating and structured learning environment".

Our schools Vision is that all children and all staff realise their full potential in a safe, happy, stimulating and Christian environment.

3. Admission Statement

Scoil an Chroí Ro Naofa Junior 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.

Scoil an Chroí Ro Naofa JNS is a Catholic 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.

Scoil an Chroí Ro Naofa JNS is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Scoil an Chroí Ro Naofa JNS with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for children with Autism Spectrum Disorder.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) 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
- c) Scoil an Chroí Ró Naofa J.N.S is a Catholic School and may refuse to admit as a pupil a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to Scoil an Chroí Ro Naofa JNS provide an education exclusively for children with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

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:

The number of places available will be decided in line with current guidelines for class size in a DEIS Band 1 school.

Criteria for enrolment into Junior Infants in mainstream in the event of oversubscription:

1. Children from our Early Start Preschool.
2. Siblings and stepsiblings of children already enrolled in the school and /or children resident in the parish of Killinarden (the eldest child will have priority)
3. Children of staff (the eldest child will have priority)
4. Children residing outside the parish of Killinarden (the eldest child will have priority)

Criteria for enrolment into Early Start Preschool in the event of oversubscription:

1. Children most at risk of not reaching their potential in the education system due to the effects of social/economic disadvantage (DES Guidelines).
2. Siblings and stepsiblings of children already enrolled in the school and /or children residing in the parish of Killinarden (the eldest child will have priority).
3. Children of staff (the eldest child will have priority).
4. Children residing outside the parish of Killinarden (the eldest child will have priority).

Criteria for enrolment into the Special Class for Children with Autism Spectrum Disorder (ASD) in the event of oversubscription:

- The child must have a diagnosis of Autism/ASD with complex needs, without significant intellectual impairment made using the DSM V or ICD 10, and a recommendation that a placement in an ASD unit is appropriate.
- A recent (no more than 2 years old) psychological assessment or a report from a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist.
- The overall IQ score/level of ability as measured in the educational assessment must fall within the Average or Mild General Learning Disability Range. Liaison with a psychologist may be deemed necessary.
- Children must be aged between four years (from September 1st of year of enrolment) and eight or turning nine in their last academic year (2nd class). It will be deemed compulsory that the year the child turns 8/9 (2nd class) will be their last year in Scoil an Chroi Ro Naofa Junior School.

Each application will be considered by the school Principal, Special Education Coordinator and Special Education Teachers. A recommendation will be made in relation to each application to the Board of Management (BOM) of the school. The BOM has the right to endorse or overrule any decision made by the school Principal, Special Education Co-ordinator and Special Education Teachers.

The maximum class size in each special class is six pupils. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Children currently on roll in our school with a diagnosis of Autism.
2. Siblings and stepsiblings of children already enrolled in the school.
3. Children resident in the parish of Killinarden.
4. Children residing outside the parish of Killinarden..

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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:

- (a) a child's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
admission to the special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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 siblings of a student attending or having attended the school as per Enrolment Criteria.
- (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 Scoil an Chroi Ro Naofa 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](#) 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 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).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil an Chroi Ro Naofa JNS, 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 Scoil an Chroí Ró Naofa JNS 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.

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-

- 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 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 Scoil an Chroí Ró

Naofa 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 Scoil an Chroí Ro Naofa 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.

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.

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

The procedures of the school in relation to the admission of children who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Children may transfer to Scoil an Chroí Ro Naofa JNS at any time during the school year, subject to school policy, availability of space and in some cases approval by the Department of Education and Skills. A parent/guardian who wishes to enrol his/her child is required to fill out an enrolment application form and follow the procedures outlined above

The parent/guardian will be asked to provide reports /relevant information from the previous school and to give permission to this school to seek information ,including relevant professional reports from the child's previous school .It is a requirement of the Education Welfare Act Section 20 5 (a) (b)that information including the child's attendance and educational progress be communicated between schools .

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

In the event of an application being received for immediate enrolment /pupil transfer the Board will endeavour to facilitate such enrolment subject to capacity constraints of the school at that time and the Department's general policy on enrolment.

The parent/guardian and child will meet with the principal.

They will receive a tour of the school and be introduced to their new class and teacher.

Records and reports will be transferred from the previous school to Scoil an Chroí Ro Naofa JNS

All endeavours will be made to help the child feel welcome and settle in to the school.

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

This rule applies to all schools.

The Board of Scoil an Chroi Ro Nofa JNS 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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 children, where the parents /guardians have requested that the child attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the principal of the school. A meeting will then be arranged with the parent/guardian to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of a child, 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 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.

This Policy was adopted by the BOM on 20/10/2023

Signed Patricia Darling
Patricia Darling, Chairperson

Signed Orla McLoughlin
Orla McLoughlin, Principal