# **Admission Policy**

**St Patrick’s National School**



**St Patrick’s Road Wicklow:**

**Roll 15676S**

**Archbishop Dermot Farrell:**

## **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 16th September 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 Patricks National School 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**

St Patrick’s National school is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin, Dermot Farrell

“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:

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 National School 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.

• St. Patrick’s N.S. is a co-educational Catholic primary school which strives to provide a well ordered, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

• While St. Patrick’s is a Catholic school it also gives due recognition to all other religions, and non-religious backgrounds.

• St. Patrick’s will strive to promote, both individually and collectively, the personal and professional development of all the Staff.

• We express our care and commitment to the welfare of each child, acknowledging their integrity and celebrating each one’s individuality.

• St. Patrick’s encourages the involvement of parents through the Parents’ Council and through home school contact. We recognise the important role of parents in the education of their children and encourage their active support.

• St. Patrick’s will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils’ respect for people and property and to encourage a spirit of independence and responsibility.

• St. Patrick’s will promote a positive attitude to behaviour.

• St. Patrick’s will promote gender equity at all levels among teachers, pupils and all other staff.

## **Admission Statement**

St Patrick’s National School 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

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 Patricks 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 will comply with any direction served on the board or the patron under section 37A and 67(4)(b).*

|  |
| --- |
| **All denominational schools**St Patrick’s National School 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.**Schools with special education classes**St Patrick’s National School is a school which has established Special Education classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a 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. |

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

|  |
| --- |
| St Patrick’s National School with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with Autistic Spectrum Disorder (ASD) and Mild General Learning Difficulties (MGLD). |

## **Admission of Students (See Appendix 1)**

## **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:

|  |
| --- |
| **Mainstream Classes**1. Siblings and stepsiblings of children already enrolled in the school and children

resident in the parish of Wicklow (the eldest child will have priority in this ranking)1. Children of staff.
2. All children who apply to the school and are not resident in the parish.

**Special Classes for children with Autism Spectrum Disorder**:1. Pupils who previously attended the ASD Class in St Patrick’s National School, and

following a period of full integration in a mainstream class in St Patrick’s National School have been reassessed and have a recommendation of enrolment inthe ASD class1. Pupils already enrolled in a mainstream class in St Patricks where it has been demonstrated that the pupil requires the support of a special class because he/she is unable to learn effectively in a mainstream class for most or all of the school day even with appropriate supports and where the pupil meets the enrolment criteria
2. Siblings of existing pupils in mainstream school; priority to oldest who meet the criteria
3. Children attending an Early Intervention Class for a

period of 2 years will be given priority in order of criteria 6-8 below1. Children attending the Early Intervention Class in a School for 1

year will be given priority in order of criteria 6-8 below1. Children living within the parish of Wicklow/Rathnew
2. Children living in the urban area of Wicklow
3. Children living in County Wicklow

**Special Classes for Children with Mild General Difficulties**1. Pupils already enrolled in a mainstream class in St Patricks where it has been demonstrated that the pupil requires the support of a special class because he/she is unable to learn effectively in a mainstream class for most or all of the school day even with appropriate supports and where the pupil meets the enrolment criteria
2. Siblings of existing pupils in mainstream school; priority to oldest who meet the criteria
3. Children living within the parish of Wicklow/Rathnew
4. Children living in the urban area of Wicklow
5. Children living in County Wicklow
 |

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 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 and independent party present.If the school is unable to enrol children in any year, the child's name will be placed on the waiting list for enrolment in accordance with the criteria above. |

## **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, 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;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 a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned, in accordance with the provisions of section 62(9) of the act
1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
3. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;

 (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. 1. 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.This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).  |

## **Decisions on applications**

All decisions on applications for admission to St Patrick’s National School will be based on the following:

* Our school’s admission policy
* Our 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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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.

## **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](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St Patrick’s National School, 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.

## **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 National School 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](#_Acceptance_of_an) above.

## **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).

## **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 National School 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 National School 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.

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.

## **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.

## **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: : * Application forms must be fully completed
* All reports must be submitted (where applicable)
 |

|  |
| --- |
| 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:* When such students are moving into the catchment area as defined by this policy, the school is willing to accommodate students provided space being available in the appropriate class at the time of the application and/or at the proposed date of attending school.
 |

## **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of (name of school) 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.

##  **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. 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(s), to discuss how the request may be accommodated by the school. |

## **Reviews/appeals**

**Review of decisions by the board of Management**

The parent of 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, 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.

1. **Ratification and Review**

Following consultation with staff and the parents at St Patricks National School, and after the approval of the Patron, this Admissions Policy was formally ratified by the Board of Management on 17th September 2020

It will be reviewed annually at the beginning of each school year and before the Annual Admissions Notice is published.

Signed:

Eibhlín Kinsella Lorraine Dempsey

Eibhlín Kinsella Lorraine Dempsey

Chairperson Principal

Date: 30th January 2023

**Appendix 1**

**Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) 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

|  |
| --- |
| **All denominational schools**St Patrick’s National School 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.**School with Special Educational Classes**The special classes attached to St Patrick’s National School provide an education exclusively for students with ASD and Mild General Learning Difficulties 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.**Applications for Admission to the ASD Special Class**The ASD Class at St Patrick’s is for children with ASD who have been recommended for placement in an ASD class in a mainstream primary school and who have the potential to integrate into a mainstream, age appropriate class. All placements will be reviewed annually in order to ensure that the placement continues to be appropriate for each child. The maximum class size is 6 pupils. Access to speech therapy, occupational therapy, physiotherapy etc. will be dependent on local H.S.E. services.**Supporting Documentation**As well as the information that needs to be provided in the Enrolment Form, all applications for admission to the ASD Class must be accompanied by all of the following supporting documentation:• The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or team.• A written psychological assessment / report (dated within the 12 months prior to the Application being submitted) or a written report from a multi-disciplinary team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. Please note that all such reports on a child should be provided to the school for assessment by the Admissions Team.• A recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. **Admissions Team**All applications for admission to the ASD Class will be considered by the Admissions Team. This team will include the School Principal, the Special Needs Coordinator and a Special Class Teacher. In assessing an application for admission, the Admissions Team may seek the advice of the school’s allocated NEPS psychologist.The function of the admissions teams is to:• Ascertain how many places are to be filled in the ASD Class. The maximum number of pupils in the class will be 6 pupils.• Review all applications and all documentation relevant to a child applying for a place in the ASD class• Verify the class’s suitability in meeting the needs of the child• Verify that there is a recommendation from a psychologist for placement in a special class in a mainstream school.• Verify the suitability of the child for potential meaningful integration in an age appropriate mainstream class.• Identify qualifying applicants with reference to these criteria.* Prioritise each qualifying applicant with reference to selection criteria – see **Section 6** below regarding the selection criteria that will be used in the case of oversubscription.
* To make a recommendation based on these findings to the Board of Management, which is responsible for admitting applicants to the school.

**Pupils Transferring**Pupils may transfer to the ASD class from mainstream classes during the school year subject to the availability of places. The Admissions Team (see above) will decide on the appropriateness of such transfers.Pupils transferring to the ASD Class must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above.**NOTE:** All other terms of this School Admission Policy will apply to those on whose behalf an application for admission to the ASD Class is made to St Patrick’s.**Application for Admission to the MGLD Special Class**The Mild General Learning Difficulties class at St Patrick’s is for children with MGLD who have been recommended for placement in the Special class in a mainstream primary school and who have the potential to integrate into a mainstream, age appropriate class. All placements will be reviewed annually in order to ensure that the placement continues to be appropriate for each child. The maximum class size is 11 pupils. Access to services etc. will be dependent on local H.S.E. services.**Supporting Documentation**As well as the information that needs to be provided in the Enrolment Form, all applications for admission to the MGLD class must be accompanied by all of the following supporting documentation:• The child must have a diagnosis of a Mild General Learning Difficulty made by the psychologist or team.• A written psychological assessment / report (dated within the 12 months prior to the Application being submitted) or a written report from a multi-disciplinary team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. Please note that all such reports on a child should be provided to the school for assessment by the Admissions Team.• A recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. All applications for admission to the MGLD Class will be considered by the Admissions Team. This team will include the School Principal, the Special Needs Coordinator and a Special Class Teacher. In assessing an application for admission, the Admissions Team may seek the advice of the school’s allocated NEPS psychologist.The function of the admissions teams is to:• Ascertain how many places are to be filled in the MGLD Class. The maximum number of pupils in the class will be 11 pupils.• Review all applications and all documentation relevant to a child applying for a place in the MGLD class• Verify the class’s suitability in meeting the needs of the child• Verify that there is a recommendation from a psychologist for placement in a special class in a mainstream school.• Verify the suitability of the child for potential meaningful integration in an age appropriate mainstream class.Identify qualifying applicants with reference to these criteria.* Prioritise each qualifying applicant with reference to selection criteria – see **Section 6** below regarding the selection criteria that will be used in the case of oversubscription.
* To make a recommendation based on these findings to the Board of Management, which is responsible for admitting applicants to the school.

**Pupils Transferring**Pupils may transfer to the MGLD class from mainstream classes during the school year subject to the availability of places. The Admissions Team (see above) will decide on the appropriateness of such transfers.Pupils transferring to the MGLD must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above.**NOTE:** All other terms of this School Admission Policy will apply to those on whose behalf an application for admission to the MGLD Class is made to St Patrick’s. |