

# Admission Policy

St. Joseph's National School

## Admission Policy of St. Joseph's National School

**School Address:** Granagh, Kilmallock, Co. Limerick

**School Website:** [www.granaghns.weebly.com](http://www.granaghns.weebly.com)

**Roll number:**099271

**School Patron:** Bishop Brendan Leahy

### 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 7<sup>th</sup> May 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. Joseph's 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.

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

St. Joseph's National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

"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 and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) 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. Joseph'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.

The implementation of this policy will enable us to adhere to the ideals and goals of our Mission Statement, which states that St. Joseph's National School is a school in which the children strive to learn together in a happy and safe environment, where everyone is valued and respected and encouraged to do their best.

## **3. Admission Statement**

St. Joseph's National School 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. Joseph's National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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. Joseph's National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

St. Joseph'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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

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

After the offer and acceptance of enrolment has occurred, it is of paramount importance that the principal is notified as soon as possible of a child with any special educational needs to facilitate an application to the DES for resources particular to the child.

#### **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

St. Joseph's National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## 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. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. Children residing in the parish of Granagh Ballingarry, priority eldest;
3. Children of staff members, priority eldest ;
4. Children residing outside of the parish of Granagh Ballingarry, priority eldest.

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:

Priority to eldest in accordance with the above criteria.

## 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 student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school)
- (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 St. Joseph's National School 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 St. Joseph'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.

## 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. Joseph's National School 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 St. Joseph'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. Joseph'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.

#### 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 in writing, 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

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:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

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:

*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. Joseph'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. Joseph's National School in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.*

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 1<sup>st</sup>.**

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

The Board of Management of St. Joseph's National School 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.

## 17. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

- While Catholic education and the Christian ethos of the school permeates the day, children of other faiths or of none, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies.
- A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.
- As far as is possible, suitable alternative arrangements may include pupils going to another classroom/ delayed attendance on a day if school is attending Mass/ completion of appropriate school work
- It will not be possible, however, to provide religious instruction in other faiths.

## 18. Reviews/appeals

### **Review of decisions by the Board of Management**

The parents/guardians 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 parents/guardians 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.

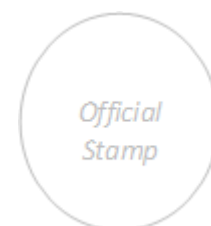
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was ratified by the Board of Management of St. Joseph's National School on the 1<sup>st</sup> of October 2020. This Policy was amended (Section 3) as per Circular 75/2022, and the amended version was ratified by the Board of Management on the 5th of December 2022.

Signed: David Leahy

Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



Appendix (1)

**St. Joseph's National School**

**Enrolment Application Form for 2024/2025**

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address (at which the applicant resides): \_\_\_\_\_  
\_\_\_\_\_

Name and class of Sibling(s) currently enrolled \_\_\_\_\_  
\_\_\_\_\_

Parish in which the applicant resides: \_\_\_\_\_

**Parent(s)/Guardian(s) Details:**

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address \_\_\_\_\_  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications must be returned to **St. Joseph's National School** no later than **3pm on January 26th 2024.**

## Appendix (2)

### Part 1.

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. This information will be used to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. The database will hold data on all primary school pupils. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background. All other data we need for the efficient running of the school.

**In order to assist with the gathering of data please complete the form in CAPITAL LETTERS and return to Granagh National School. This form will be retained by the school.**

**Please supply a Birth Certificate when returning the Enrolment Application Form.  
Certificate will be photocopied & returned to you.**

- \* Pupil First Name: \_\_\_\_\_ \* Pupil Surname: \_\_\_\_\_
- \* Birth Cert First Name: (if different from above) \_\_\_\_\_
- \* Birth Cert Surname: (if different from above) \_\_\_\_\_
- \* Pupil Address: \_\_\_\_\_
- \* Eircode : \_\_\_\_\_
- \* Nationality: \_\_\_\_\_
- \* Date of Birth: \_\_\_\_\_
- \* PPSN: \_\_\_\_\_
- \* Gender: Male [ ] Female [ ]
- \* Mother's Maiden Surname: \_\_\_\_\_
- \* Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English Yes [ ] No [ ]
- \* Religion: \_\_\_\_\_

Do you consent to uploading data relating to Religion to POD? Yes [ ] No [ ]

\* To which ethnic or cultural background group does your child belong (please tick one)?

(Categories based on the Census of Population)

White Irish [ ]

Irish Traveller [ ]

Roma [ ]

Any other White Background [ ]

Black or Black Irish - African [ ]

Black or Black Irish - Any other Black Background [ ]

Asian or Asian Irish - Chinese [ ]

Asian or Asian Irish - Any other Asian Background [ ]

Other (inc. mixed background) [ ]

No consent [ ]

Do you consent to uploading data relating to ethnicity to POD? Yes [ ] No [ ]

**Part 2.**

The following information is required for school administration, and will not be uploaded to POD

Father's Name: \_\_\_\_\_

Father's Contact phone number: \_\_\_\_\_

Father's email address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Contact phone number: \_\_\_\_\_

Mother's email address: \_\_\_\_\_

In the event of an emergency (accident, sickness etc.) occurring during school hours or during school-related trips, and we are unable to contact you, please give 2 other contact names and phone nos.

	Name	Phone Number	Relationship to child
(1)	_____	_____	_____
(2)	_____	_____	_____

Name(s) & Mobile Number(s) to be used for Text-A-Parent:

\_\_\_\_\_

(If you change your mobile number during the school year please inform us immediately as it is vital to keep records up to date in case of an emergency.)

Medical Conditions / Asthma, hearing, eyesight, allergies etc the school should be aware of :

\_\_\_\_\_

\_\_\_\_\_

Name of Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

In the event of a medical emergency where the parents/guardians are uncontactable, I authorise the Principal and staff of Granagh N.S. to make any medical arrangements necessary.

Signed: Parents/Guardians: \_\_\_\_\_

If your child attended crèche, pre - school or play school please give details here:

\_\_\_\_\_

Please detail any special educational needs the school should be aware of i.e. if your child has had an assessment of need/ speech and language assessment/ occupational therapy assessment/ psychological assessment etc.

\_\_\_\_\_

\_\_\_\_\_

*Please supply the school with copies of any reports you have for your child when returning this form.*

Please make the school aware as early as possible of any family situation such as bereavement, or separation that could impact on your child, so that we can be as supportive as possible.

If transferring from another school please detail previous school(s) here:

\_\_\_\_\_

Intended school class: \_\_\_\_\_

**Part 3.**

**Please answer YES or NO to the following (please circle as appropriate):**

1	Do you give permission for a member of school staff to apply a plaster to your child, if the need arises? <i>#If parental permission is granted, it should be noted that parents are advised to check the cut/graze as soon as the child arrives home, clean the wound and to change the plaster. Please note: only water and tissues are used to clean cuts and grazes in school.</i>	YES	NO
2	There are many forms to be filled during the school year where the name of your child(ren) and/or date of birth/address/phone number is requested e.g. Dental forms, School Nurse In order to comply with Data Protection, we require your permission to pass on this information to the relevant body.	YES	NO
3	School photos, display of pupils' work.  It is the school's policy to celebrate your child's work, achievements and celebrations. As a result, images of your child and his/her work may appear on our school website. Best practice as stated in our 'Acceptable Internet Use Policy' will always be followed.  We give permission for our child's photograph to be taken and placed on the school website.	YES	NO
4	We give permission for inclusion of our child's photographs in printed media i.e. local newspaper	YES	NO
5	We give permission for inclusion of our child's photographs for displays in the church and/ or school related church celebrations	Yes	No
6	We give permission for our child's first name to be displayed beside the photo and on special occasions i.e winner of competition/event the first name is displayed.	Yes	No

**The** Admission Policy and Code of Behaviour incl Anti-Bullying Policy are available for viewing on our school website [www.granaghns.weebly.com](http://www.granaghns.weebly.com) or, as with all other policies, by appointment at the school.

**Code of Behaviour including Anti-Bullying Policy Declaration**

I/We have read and understand the Code of Behaviour incl Anti-Bullying Policy. I/We agree to abide by these and other policies and will work in co-operation with the staff to ensure our child understands and keeps the necessary rules and policy requirements.

Signature 1: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_