**Admission Policy**

**St. Paul’s J.N.S. 19471U**

1. **Introduction**

The Board of Management of St. Paul’s JNS hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents/guardians will be assisted in relation to enrolment matters.

The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy**.** Decisions in relation to applications for enrolment are made by the Board of Management of the school.

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.

This policy was approved by the school patron on **Monday 29th of January 2024**. 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. Pauls Junior National School’s admission process are set out in the school’s annual admission notice which is published annually on the school’s website.

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.

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

St. Paul’s JNS is a Catholic co-educational junior primary school with a Catholic ethos under the patronage of the Archbishop of **Dublin.**

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims 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,
5. 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. Paul’s JNS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

St. Paul’s Junior School is a Catholic Co-educational Junior National School where all policies and attitudes are inspired by Christian values.

We aim to provide a happy, secure learning environment and to promote the full and harmonious development of all pupils’ intellectual, physical, cultural, moral and spiritual abilities. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

We aim to foster a sense of community between management, staff, parents and pupils and a sense of involvement in the wider community of Ayrfield parish.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school

• To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements.

• To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.

• To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

• To specify what information is required by the school at the time of application

The school is subject to The Education Admissions to Schools Act 2018, The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation.

General School Information

St. Paul’s JNS, Ayrfield, Dublin 13, D13 PK10 Telephone: (01) 8470479

Archbishop, Dermot Farrell, Roman Catholic Archbishop of the Diocese of Dublin, is the patron of the school. At present, the teaching staff is comprised of the principal teacher, 10 single class teachers, 3 Special Education teachers; 1 shared Special Education teacher and 8 special needs assistants. We are located in St. Paul’s parish, Ayrfield, Dublin 13.

St. Paul’s JNS follows the curricular programmes laid down by the Department of Education and Skills (DES) which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

St. Paul’s JNS depends on the grants and teacher resources provided by the DES and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Within the context and parameters of Department of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available, the enrolment policy o St. Paul’s JNS supports the principles of: -

• inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;

• equality of access and participation in the school;

• parental choice in relation to enrolment and

• respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to St. Paul’s JNS for reasons of religion, gender, ethnicity, special educational needs, disability, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

In determining enrolment, the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Skill’s Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years.

Children enrolled in our school are required to co-operate with and support the school/Board of Management’s Code of Behaviour Policy as well as all other policies on curriculum organisation and management. The Board of Management places the responsibility on parents/guardians for ensuring their children co-operate with the said policies in an age-appropriate way. In accordance with DES’ rules and regulations for national schools these policies may be added to and revised from time to time.

1. **Admission Statement**

St. Paul’s J.N.S. 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. Paul’s J.N.S. 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 or person who is not Catholic, where it is provided that the refusal is essential to maintain the ethos of the school.

St. Paul’s JNS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

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

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

Our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs. St. Paul’s JNS opened a special class for children with Autism Spectrum Disorder in September 2022. This class caters for children from Junior Infants to Second Class.

1. **Admission of students**

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see 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.

c) St Paul’s JNS is a Catholic school and may refuse to admit as a pupil, a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school

**Application Procedure**

Parents who wish to enrol their children in St. Paul’s JNS, Ayrfield, must complete an enrolment application form. The application form is available on the school website or in hardcopy from the office.

The enrolment form is strictly confidential; it may be used by the child’s class teacher for the child’s benefit.

Information sought on this form may include:

* Pupil’s name, date of birth and address
* Parents’\Guardians’ names and contact numbers
* Contact numbers for reliable people in the event that parents\guardians are not contactable in an emergency
* Details of medical conditions which the school should be aware of
* Religion
* Early childhood education facilities
* Other information which the Board of Management deems relevant to the welfare of the child.

The completion of an enrolment form merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

We promote inclusion in our school and will always endeavour to accommodate the reasonable requests of parents/guardians in relation to their children’s faith, providing it does not impact on the timetabling and teaching and learning within the class/school.

1. **Over subscription**

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:

In the case of Mainstream classes:

1. Siblings and step-siblings of children already enrolled in the school and children resident in St. Paul’s parish (the eldest will have priority in this ranking)
2. Children of staff (the eldest will have priority in this ranking)
3. Children residing outside the parish (the eldest will have priority in this ranking)

In the case of ASD Class:

1. Children with Autism in a mainstream class in St Paul’s JNS who receive a recommendation for an Autism Specific Class.
2. Siblings and step-siblings of children already enrolled in the school and children resident in St. Paul’s parish (the eldest will have priority in this ranking)
3. Children of staff (the eldest will have priority in this ranking)
4. Children residing outside the parish (the eldest will have priority in this ranking)

In the event that there are more applicants within any category than there are available places, **priority will be given to children within the particular category in order of age, starting with the oldest.**

If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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

* The child must have a diagnosis of Autism/ASD meeting DSM V or ICD 10 diagnostic criteria. This class is for all pupils who meet this criteria irrespective of cognitive ability.
* A 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 along with a recent recommendation (within the last 24 months) that placement in a Special class is necessary.
* Children must have reached the age of four by September 1st of year of enrolment. Children can attend St Paul’s JNS for a maximum of 4 years (i.e. Junior Infants to Second Class). Second Class will be the final year in St Paul’s JNS.

Each ASD class enrolment 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 Coordinator and Special Education Teachers.

Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date will be considered by the Board. In order for an application to be considered, all required accompanying documentation must be provided prior to the closing date.

The maximum class size in each ASD class is six pupils.:

1. **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,
2. the payment of fees or contributions (howsoever described) to the school;
3. a student’s academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 selection criteria based on siblings/step siblings of a student attending or having attended the school)

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

All decisions on applications for admission to St. Paul’s J.N.S. 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.

1. **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).

1. **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Paul’s J.N.S. 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.

1. **Circumstances in which offers may not be made or withdrawn**

An offer of admission may not be made or may be withdrawn by St. Paul’s J.N.S. 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.

It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child’s own welfare. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

1. **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.

1. **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. Paul’s J.N.S 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. Paul’s J.N.S. 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.

1. **Late applications**

All applications for admission received after the closing dates 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.

1. **Procedures for admission of students to other years during the school year**

Application for immediate admission in the current school year

All applications for admission after the commencement of the school year as outlined in the

annual admission notice/Sections 5 and 6 above, 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.

Criteria for Enrolment to Senior Infants, First Class or Second Class

All applications for admission received for any class as outlined in the annual admission

notice/Sections 5 and 6 above, 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.

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infant, First or Second class.

Priority:

1. Priority is given to sibling/stepsiblings of children already in the school or who have attended the school in the past.
2. Families whose primary residence is either (a) in the immediate area of Ayrfield Parish, starting closest to and radiating outwards from the school within the Parish or (b) within a two-mile distance by road from the school, or who are in the process of moving to either of these areas.

All children enrolled are expected to comply with and support the school's Code of Behaviour, Substance Use Policy as well as the school's designated policies on Curriculum, Organisation and Management.

Class groupings - The Board may decide that your child’s class group needs to be split/amalgamated to accommodate needs within the school. Please note that this will only be considered on a needs basis and will be arranged with great care and consideration. A policy on splitting classes will be in place to facilitate this.

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

The board of St. Paul’s J.N.S. 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.

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

The following are the school’s arrangements for students, where the parent has 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

1. **Reviews/Appeals Procedure**

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.

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

**Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

* Effective management placed on application process
* Clarity and transparency relating to the process
* Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
* Positive Parental feedback

**Monitoring Procedures**

The implementation of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

**Adoption and Review Procedure**

This policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_ and will be implemented from 1st September 2024 for the school year commencing 2024.

Policy review: October 2024

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

 (Chairperson)

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

 (Principal)

**St. Paul’s J.N.S.**

**ANNUAL ADMISSION NOTICE**

**in respect of admissions to the 2024/2025 school year**

**Admission Policy and Application Form**

A copy of the school’s **Admission Policy** and the **Application Form for Admission** for the St. Paul’s J.N.S. is available as follows: –

To download at: www.stpaulsjns.ie

On request: By emailing office@stpaulsjns.ie or writing to: Secretary, St. Paul’s J.N.S., Ayrfield, Dublin 13, D13 PK10.

**PART 1 - Admissions to the 2024/2025 school year**

**Application and Decision Dates for admission to 2024/2025**

The following are the dates applicable for admission to Junior Infants.

|  |  |
| --- | --- |
| The school will commence accepting applications for admission on  | **2nd October** |
| The school shall cease accepting applications for admission on  | **9th February** |
| The date by which applicants will be notified of the decision on their application is  | **21st February** |
| The period within which applicants must confirm acceptance of an offer of admission is | **1st March** |

**Note: the school will consider and issue decisions on late applications in accordance with the school’s admission policy.**

 **Number of places being made available in 2024/2025**

|  |  |
| --- | --- |
| The number of places being made available in junior infants | **60** |

**Application and Decision Dates for admission to ASD class 2024/2025**

The following are the dates applicable for admission to Junior Infants.

|  |  |
| --- | --- |
| The school will commence accepting applications for admission on  | **1st February** |
| The school shall cease accepting applications for admission on  | **1st March** |
| The date by which applicants will be notified of the decision on their application is  | **21st March** |
| The period within which applicants must confirm acceptance of an offer of admission is | **12th April** |

**Number of places being made available in 2024/2025**

|  |  |
| --- | --- |
| The number of places being made available in ASD class | **1** |

**PART 2 - Admissions to the 2024 -2025 school year**

(This section should only be completed **if your school intake group/ special class was over-subscribed in the previous school year)**

**Information regarding the admission process for the Intake Group for ASD Class/Room 4 for the 2023 school year**

In respect of the 2023 - 2024 school year, the total number of applications for admission received by the school was **1**

|  |
| --- |
| **Breakdown of places allocated for the 2022/2023 school year:** |
| Number of places available: | 1 |
| Number of applications received: | 1 |
| Number of Offers made and accepted under each criterion: | Criterion One: Applicants living in the catchment area – 1 place offered, 1 place accepted.. |
| Total number of offers made | 1 offered and accepted,. |
| Number of names placed on waiting list for the school year concerned. | 0 |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson) Date: \_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal) Date: \_\_\_\_\_\_\_\_\_\_\_