



Admissions Policy of St. Colmille's J.N.S.

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Draft Admission Policy of St. Colmille's J.N.S.

Idrone Avenue, Knocklyon, Dublin 16
Roll Number: 19474D
School Patron: Archbishop of Dublin

1. Introduction

This Admissions Policy is set out in accordance with the provisions of the Education Act 1998 and the Schools Admissions Bill 2018 and the Board of Management (B.O.M.) trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Seán Dunleavy and the Principal Teacher, Mr. David Curtin, (Tel. 01 4947422) will be happy to clarify any further matters arising from this policy.

The policy was approved by the school patron in August 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. Colmille's 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 Pre-enrolment Registration form for admission is published on the school's website www.stcolmcillesjns.com/policies and/or on request from the school office.

2. Characteristic Spirit and General Objectives of the School

St. Colmille's Junior National School (J.N.S.) is a Catholic Co-educational Primary School, catering for girls and boys from Junior Infants to Second Classes (inclusive). The school is under the Patronage of the Catholic Archbishop of Dublin. The catchment area of the school is the geographical boundary of the Catholic Parish of St. Colmille, Knocklyon, Dublin 16. See map on the school Website <http://www.knocklyonparish.ie/map> www.stcolmcillesjns.com

Our 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 Colmcille's Junior National Primary 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. Colmcille's J.N.S. is a 29 classroom school with a current total of 44 teachers – Principal teacher, Deputy Principal, 29 mainstream class teachers, and 13 resource teachers.
- The school is grant-aided by the Department of Education and Skills (D.E.S.) and operates under the Rules for National Schools as amended from time to time by the Minister for Education and Skills. The level of staffing and the policies followed by the school are dependent on the levels of funding and resources available to it.
- Parents are requested to make an annual voluntary subscription to supplement the purchase of curriculum resources.
- The Parish of Knocklyon provides a local contribution towards capital expenditure at the school when required.
- The school follows the curricular programmes prescribed by the D.E.S., which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act (1998). The school follows the Religious Education programme "Grow in Love" as prescribed by the Education Secretariat of the Archdiocese of Dublin.
- Within the context and parameters of D.E.S. regulations and programmes and the rights of the patron as set out in the Education Act and the funding and resources available to it, the school supports the principles of:
 - Inclusiveness, particularly with reference to the enrolment of pupils with a disability or other special educational need;
 - Equality of access and participation in the school;
 - Parental choice in relation to enrolment.
 - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- The school year is operated within the regulations set down by the Department of Education and Skills and as decided from year to year by the B.O.M. A typical school year would be as follows:
 1. Summer Holidays: School closed for the months of July and August.
 2. Autumn Mid-term: One week around the October Bank Holiday/Halloween
 3. Christmas: Approximately two weeks
 4. Spring Mid-term: Two to five days in Mid-February
 5. Easter: Two weeks - one either side of Easter Sunday
- The school opening hours are: 8.50a.m. – 2.30p.m. The school day ends at 1.30p.m. for Junior and Senior Infants.
- The school staff participates in in-service training programmes provided by DES and the Dublin Diocesan Secretariat.
- A meeting of the parents of the incoming Junior Infants classes is normally held in May/June prior to enrolment in the school. Formal Parent/Teacher meetings normally take place in the first (1st and 2nd classes) or second (Infant classes) terms. Parents are always welcome / encouraged to contact the school to arrange meetings with relevant teachers at any time throughout the year.
- A wide range of extra-curricular activities is available to the pupils.

3. Admission Statement

St. Colmcille'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. Colmcille's Junior National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

St. Colmcille's Junior 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Special Education

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. Their parents/guardians will be expected to provide the school with either a medical report, an educational psychologist's report as appropriate, or the report of another professional and where such reports are not available the Board may request that the child be assessed immediately.

The purpose of the report is to assist the school in establishing the educational needs of the child relevant to his / her special educational need and to profile the support services required.

The Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Skills to provide those resources. Such resources may include visiting teacher service, special needs assistant, specialised equipment or furniture.

The school will meet with the parents to discuss the child's needs and the school's suitability/capability in meeting those needs. If necessary a meeting involving all parties supporting the child will be held.

The Board will endeavour to have any resources granted by the National Council for Special Education in place the day the pupil with SEN (Special Educational Needs) commences in the school. However, in the event that parents fail to provide relevant documentation. Spring deadline the NCSE may delay processing applications.

5(a) 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 make all reasonable efforts to ensure compliance with such code by the student.

5(b) Procedures for Enrolment

- Equality of access is the key value that determines the enrolment of children in our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, and membership of the Traveller Community, asylum seeker/refugee status, political beliefs and values, religious beliefs, family or social circumstances.
- While recognising the right of parents to enrol their child(ren) in the school of their choice, the Board of Management (B.O.M.) of St. Colmcille's J.N.S. also has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all children. Therefore the B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - Size of classrooms and available space in classrooms.
 - Presence of children with special educational/behavioural needs.
 - Health and welfare of children.
 - Department of Education and Skills maximum class average directives.

Parents wishing to enrol their child(ren) in St. Colmcille's Junior National School must complete and return the pre-enrolment registration form (Appendix A), and after receiving an offer of a place parents/guardians must submit Birth/Adoptive/Baptismal Certificate and proof of residence.{e.g. two utility bills in the parent(s) or guardian(s) names}. Parents registering their child for enrolment to Junior Infants must complete pre-enrolment registration forms during the enrolment period set out in the Admission Notice for that year. Applications for places in higher classes will be processed when vacancies arise on or after Easter each year for the following year's classes.

- In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year the following criteria, as stated by the school patron the Archbishop of Dublin, will be used to prioritise children for enrolment.

- (1) Children resident within the geographical boundaries of the Catholic Parish of St. Colmcilles, Knocklyon and brothers/sisters of children currently enrolled in St. Colmcille's JNS/SNS.**
- (2) Children of staff currently working in St. Colmcille's Junior and Senior schools.**
- (3) Children who have taken up residence within the parish of Knocklyon since the particular year's processing of enrolment forms began.**
- (4) Children living within the parish boundaries who wish to transfer from another school.**
- (5) Children living outside our parish boundaries**
- (6) Lottery.**

*In assigning places to Junior Infants using the above criterion number 1, priority will be based firstly on date of birth (i.e. older children will have priority).

The school principal will write to the parents/guardians of the eldest qualifying applicants from criterion 1) in the time set out in the Admission Notice for the year applicant is starting school, to the address provided by parents/guardians on the pre-enrolment registration form (Appendix A).

Parents/guardians must return the documents requested, including a note indicating that they are accepting the place within two weeks of receiving the offer. Failure to do so will result in the removal of the child's name from the waiting list. Any subsequent application from these parents/guardians will be treated as a new application and on receipt of such new application it will be placed in the appropriate place on the waiting list for cancellations (according to criteria 1-6).

** Children who have not attended school elsewhere may not be enrolled in Junior Infants after Sept. 30th. Should a vacancy occur in a Junior Infant class after Sept. 30th, it may only be filled by a child who has taken up residence in the parish of Knocklyon since September 1st that year and who has already been enrolled in another school.

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:

Where one remaining place is available and the next two children on the waiting list have the same date of birth the place will firstly be offered to a child who currently has siblings in the school. If both children have siblings here already a lottery will apply.

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:

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 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, (other than a sibling) attending or having previously 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.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2024 only).

8. Decisions on applications

All decisions on applications for admission to St. Colmcille's JNS will be based on the following:

- Our school's Admission Policy.
- The school's annual Admission Notice
- The information provided by the applicant in the school's official Pre-enrolment 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 16](#) 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. Colmcille'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.

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. Colmcille'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.

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.

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. Colmcille'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. Colmcille'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.

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 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

Pupils may transfer to the school at any time (but normally on the first school day of each term – (September, January, April) subject to this Admissions Policy, on enrolment, available space and in some cases, the approval of the Department of Education and Skills.

The procedure of the school in relation to the admission of students other than Junior Infant classes is subject to the School Admissions Policy as listed above (Section 6 of this policy).

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

The Board of St. Colmcille's J.N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions 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

The following are the school's arrangements for students, where the parent(s) requested that the student attend the school without attending religious instruction in the school.

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.

18. Reviews/appeals

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.

The procedures under Section 29 cannot be invoked until all procedures at local level have been exhausted.

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.

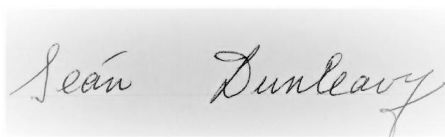
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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.



Signed:

Mr. Seán Dunleavy, Chairperson

Dated: 01 July 2020.