



Admission Policy of Scoil Náisiúnta Phádraig Naofa

Avoca, Co. Wicklow Y14X588 Roll Number: 18198A

School Patron – Patronage of the Archbishop of Dublin

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 21st of July 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. It was further revised and re-ratified by the Board of Management in September 2022.

The relevant dates and timelines for Scoil Náisiúnta Phádraig Naofa'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 Annual Admission Notice Section 63 of the act requires schools to prepare and publish an Annual Admission Notice. This notice saves schools from having to make changes annually to the admission policy. This notice sets out some important information for applicants, including.

- (a) the date on which the school shall begin and end accepting applications
- (b) the period during which the applicant shall be notified of the decision in relation to their application
- (c) the period during which the applicant shall confirm acceptance of the offer of admission.

The notice will also set out for the school year:

- (a) the number of places being made available in the intake group

(b) in the case of a school with a special class, the number of places being made available in the special class concerned

(c) how the admission policy and enrolment forms can be obtained.

The Admission Notice must be published on the school website no later than a week before accepting applications, or should be available to parents on written request.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Náisiunta Phádraig Naofa, Avoca is located in the catchment area for the Catholic Parish of Avoca. It is a co-educational primary school under the Patronage of the Archbishop of Dublin. This primary school aims to promote the full and harmonious development of all pupils' cognitive, intellectual, physical, cultural, moral and spiritual well-being.

The school caters for the full range of classes from Junior Infants to sixth class. It is an inclusive school and caters for children of all abilities. There are 11 full time teachers, including the Principal and three Teaming support/ resource teachers. There are 2 full-time and one part-time Special Needs Assistants assigned to the school by the Department of Education and Science to enable the inclusion of certain children with Special Educational Needs.

3. Admission Statement

Scoil Naisiúnta Phâdraig Naofa, Avoca will not discriminate in its admission of a student to the school on any of the following.

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion

ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Náisiúnta Phádraig Naofa 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. Scoil Náisiúnta Phádraig Naofa does not currently have a special class, however, our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

5. Admission of Students

This school shall admit each student seeking admission except where —

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) Scoil Náisiúnta Phádraig Naofa is a Catholic school and may refuse to admit as a student a person who is not of a Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

6. Over subscription (this section must be completed **by all schools including** schools that do not anticipate being oversubscribed)

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 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:

7. Insert details of the school's arrangements here

In the event of a class or classroom been oversubscribed the following applicants would receive preference in their application.

- a. Siblings and step-siblings of children already enrolled in the school and

children resident in the Parish of Avoca (comprised of the following parishes: Castlemacadam, Ballidonnell (now Redcross), Ennereilly, Ballintemple, Kilmacoo, Kilpatrick, Templemichael, Kilbride and Templeraíne.) -Source <https://www.dublindiocese.ie/parish/avoca/>. The eldest child in the family will be given priority.

- b. Children of staff members with priority given to the eldest child
- c. Children who live within the catchment area but are entitled to a place if there are vacancies after the above groups have been allocated places. Priority will be given to the eldest child
- d. All children who apply to the school and are not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the above groups have been allocated places. The eldest child will take priority.

In order to accommodate groups (1) and (2) Boards may have to operate a cut off in age of applicants to give places to groups (1) and (2) if there is pressure for places in the school. In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

8. 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 naíonra
- (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.
However, in the event of oversubscription of places, the school would give Precedence to brothers and sisters of children already attending 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 2025 only).

9. Decisions on applications

All decisions on applications for admission to Scoil Náisiúnta Phádraig Naofa, Avoca 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 15 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.

10. 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).

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

In accepting an offer of admission from Scoil Náisiúnta Phádraig Naofa, Avoca 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.

12. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Náisiúnta Phádraig Naofa, Avoca 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
- (v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 11 above.

13. 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.

14. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Náisiúnta Phádraig Naofa, Avoca were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Náisiúnta Phádraig Naofa, Avoca 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.

15. 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.

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

The procedures of Scoil Náisiúnta Phádraig Naofa ,Avoca 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:

Admission of pupils to other classes may take place throughout the school year provided the designated class is not already oversubscribed and all information requested of the parents has been furnished to the school. Where possible, students transferring from other schools are required to enrol prior to the beginning of the school year to facilitate distribution of split classes and to ensure a place in a fully subscribed classroom.

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

In accordance with Primary Circular 24/02, a child can only be enrolled in one school on the 30th September, and it is expected that children who enrol in a school should continue to be enrolled in that school for the duration of the school year

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

The board of Scoil Náisiúnta Phádraig Naofa, Avoca 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.

18. Arrangements regarding students not attending religious instruction

The following are Scoil Náisiúnta Phádraig Naofa Avoca 's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who 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.

19.Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B 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, or in the case of a student who has reached the age of 18 years, the student may appeal a decision of this school to refuse admission.

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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

20. Review

This policy document will be monitored by the Principal in consultation with the Board of Management and it will be reviewed by the Board in line with any new guidelines, events or legislation that may arise.

21. Approval of Patron and timeline

The policy has been approved and ratified by the Board of Management (BOM) in March 2020 and was re-ratified in September 2022. This policy will be next published in September 2023 conjunction with an admission statement. The enrolment process will not begin prior to October 1st in any given academic year. It will be reviewed in line with developing trends in education and the requirements of the school on a regular basis or as the need arises.

Chairperson

Principal

Valerie Twomey

Kathy Van Eesbeck

Date 26/09/23