



## **Admissions Policy for St. Michael's National School.**

**School Roll no.082515**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admissions to Schools) Act 2018, and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted school staff, the school patron and with parents of children attending the school.

This policy with the latest amendments was approved by the Board of Management at our last meeting. It was then sent by post for approval to Bishop Ray Browne, our Patron. It has been made available in hardcopy on request to any person who requests it.

The relevant dates and timelines for the admission process to our school are set out on our admission notice which is published annually on our school website and the Community Newsletter and on our Facebook page.

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 our website and is available to download there. It will also be made available in hardcopy on request to any person who requests it.

### **2. Characteristic Spirit and general objectives of the school:**

**Our school is a Catholic co-educational school with a Catholic ethos under the patronage of Bishop Ray Browne.**

**“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 as pupil, a living relationship with God and other people
- (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
- (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) of the Education Act,1998 the Board of Management of St.Michaels 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.

### **Our Mission Statement**

St. Michael's National School wishes to create a nurturing co-educational environment based on Catholic values. We welcome students from all nationalities. All our students are

encouraged to develop to their full potential and gifts: academic, social, creative, spiritual, moral and cultural.

We are an all inclusive school where everyone belongs, where diversity is celebrated while developing the individuals self respect and respect for others. It is a school where successes are acknowledged and where mistakes are not seen as failures but as learning opportunities.

The school values the contribution of all, the students, the teachers, the parents and the wider community.

### **3. Admission Statement**

St. Michael's National School will not discriminate in its admission 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
- (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, 'gender ground', 'civil status ground' 'family status ground' 'ground of race' , 'sexual orientation ground', 'disability ground' 'religion ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act of 2000.

**St. Michael'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. Michaels 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.**

**4. Our school with the approval of the Minister for Education, Mrs. Norma Foley has two established classes, The Rainbow Room and the Sunshine Room for pupils with an ASD diagnosis.**

## **5. Admission of Students:**

The 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.

**The Special Class attached to St.Michael's National School provides an education exclusively for students with Autistic Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specific category of special educational needs provided for in the class.**

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 schools annual admission notice:

1.Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address),priority eldest

2.Children residing in the parish, priority eldest

3.Children of staff members, priority eldest

4.Random Selection (independently verified)

In the event that these 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 the eldest with the above criteria

## **6.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 students prior attendance at a pre-school or pre-school service or naíonraí

(b) the payment of fees or contributions (howsoever described) to the school

(c) a students academic ability, skills or aptitude

(d) the occupation, financial status, academic ability, skills or aptitude of a students 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 and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended a school may apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

(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.

## **7. Decisions on applications**

All decisions on applications for admission to our school will be based on the following:

1. Our School's Admission Policy
2. The School Enrolment Form complete with all relevant details
3. The information provided by the applicant in the school's official application form from relevant professionals.

(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 the application for a place in our school.

### **8. Notifying applicants of decisions:**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admission notice.

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

In accepting an offer of admission from St. Michael's N.S you must indicate-

- (j) Whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must provide details of the offer or offers concerned and
- (k) 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.

### **10. 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. Michael's 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 effort 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

### **11. Sharing Data with other schools**

Applicants should be aware that section 66 (6) of the Education (Admissions 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 of another BOM with a list of students in relation to whom-

- (1) An application for admission to the school has been received
- (2) An offer of admission to the school has been made
- (3) An offer of admission to the school has been accepted

**The list may include any of all of the following:**

(1) The date on which an application for admission was received by the school

(2) The date on which an offer of admission was made by the school

(3) The date on which an offer of admission was accepted by an applicant

(4) A student's personal details including his or her name, address, date of birth and PPS number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **12. 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 our 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. Michael's National School is in order of priority assigned to the student's applications after the school has applied the selection criteria in accordance with the 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.

## **13. Procedures for admission of students to other years and during the school year:**

The procedures of our 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.

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. Michael'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 a waiting list of St. Michael's National School is in order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

This rule applies to **all** schools

The Board of Management of St. Michael's 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.

### **15. 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 schools arrangements for students, where parents/guardians have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent /guardian of the student, to discuss how the request may be accommodated by the school.

### **16. Review/appeals**

#### **Review of decisions of 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 of 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 was published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedure determined under Section 29B and with Section 29C of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being over subscribed, 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 of 1998.

## **17. Right of Appeal**

Under Section 29 of the Education Act of 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 to 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 of 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 the 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.

This policy complete with mandatory changes was ratified by the Board of Management of our school on:

Signed: *Mary Mgt Casey.*

Date: 30.03.2023