



SCOIL NAOMH TREASA

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Admission Policy

Under the Patronage of the Bishop of Meath Thomas Deenihan

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 Scoil Naomh Treasa 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 5/8/2020. It is published on the school's website and is available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the school'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 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.

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 Mission Statement and Ethos of the School and all legislative requirements.*
- *Make an accurate and appropriate assessment of the capacity of the School to cater for the needs of applicants, in the light of resources available to it.*
- *Put in place a framework, which will ensure effective and productive relations between pupils, parents and teachers, where a pupil is admitted to the School.*

2. Characteristic Spirit and General Objectives of the School

Scoil Naomh Treasa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath Thomas Deenihan. "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:

- *the full and harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects*
- *a living relationship with God and with other people*
- *a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus*
- *the formation of the pupils in the Catholic faith*

Scoil Naomh Treasa 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 Scoil Naomh Treasa 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.

School Mission Statement & Ethos

The mission of the School is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all our pupils to develop to their full potential as persons, spiritually, socially, morally, physically and academically. We are committed to providing a learning environment which is free from discrimination, threats, bullying and/or harassment for all our staff and pupils. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student-centred education that nurtures the strengths, talents and potential of all.

3. Admission Statement

Scoil Naomh Treasa will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender of the student or the applicant in respect of the student concerned,
- (b) the civil status of the student or the applicant in respect of the student concerned,
- (c) the family status of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation of the student or the applicant in respect of the student concerned,

- (e) the religious orientation of the student or the applicant in respect of the student concerned,
- (f) the disability of the student or the applicant in respect of the student concerned,
- (g) the race of the student or the applicant in respect of the student concerned,
- (h) the student or the applicant in respect of the student concerned, being a member of the Traveller Community
- (i) the special educational needs of the student or the applicant in respect of the student concerned

Scoil Naomh Treasa N.S. will cooperate with the NCSE in the performance by the Council of 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 required to do so by the Council.

Scoil Naomh Treasa N.S. will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

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 Naomh Treasa is a Roman Catholic school and may refuse to admit an applicant that is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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

Scoil Naomh Treasa embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other educational needs.

The school welcomes applications from children with special needs. Such applications will be processed in accordance with the provisions of this policy. Pupils with special needs will be resourced in accordance with the level of resources provided by DES and /or NCSE.

not a special school or a mainstream school with a special class.

In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the services required, the school requests that the parent(s) of pupils who have been accepted for enrolment:

- Inform the school of any special needs as early as possible
- Ensure that copies of a child's medical and /or psychological reports and professional assessments are provided so that provision can be made for that applicant's welfare and educational progress.
- Where such a report is not available, and in the event that the applicant is accepted for enrolment, a request will be made that the successful candidate will be assessed immediately. Following receipt of the report, the Principal will assess how the school can meet the needs specified therein. Where the Principal deems that further resources are required, he/she will request the DES and /or the NCSE and/or the HSE to provide the resources required to meet the needs of the child as outlined in the medical and/or psychological and/or the professional assessment(s).
- The school may seek any other relevant information in relation to a successful applicant, which it considers necessary.
- The Principal may, in conjunction with the Special Educational Needs Organiser (SENO) or the DES inspector, meet with the parent(s) of the child to discuss the

child's 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 Naomh Treasa is a Catholic school and may refuse to admit as a student a person who is not of the catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- Parents who wish to enrol their child in junior infants or subsequent years in the school must complete an **Application for Admission (Enrolment) form**, which is available through the school office and to download from our school website
 - Potential pupils are notified through the school newsletter, parish bulletin and the school website. The notification period for applications will run from 1 November to 31 January, for applications for enrolment for the following September*. Notification dates may change from year to year.
 - Late applications will be accepted, only if places are available.

*The notification period is distinct from the enrolment period of 7-29 January (subject to change).

5.1 Criteria for Enrolment

Decisions in relation to applications for enrolment are made by the Principal in accordance with School Policy. The Board reserves the right to determine the maximum number of applicants who can be enrolled in Junior Infants in each academic year, bearing in mind:

- Overall school capacity
- The number of children already enrolled in Senior Infants
- Availability of space in classrooms
- The maximum class sizes
- Health & Safety requirements
- Availability of grants, resources, facilities and staff
- Educational needs of existing pupils enrolled in the School
- The presence of pupils with special educational and/or behavioural needs
- The DES/Patron requirements from time to time.

As year groups are taught as composite classes, the maximum number of applicants that can be enrolled in Junior Infants will be decided by the Board of Management each year.

This number will be determined by how many children are currently enrolled in the Senior Infant Class, with the total number of pupils in the room not exceeding 30. The Board reserves the right to change this number, should circumstances change. However, the Board will not make any changes during a period when it is processing applications.

The final decision on all these matters is at the discretion of the Board of Management

5.2 Enrolment Procedure for Junior Infants

- The enrolment process is initiated on receipt of the enrolment application form.
- Personal data relating to the applicant and his/her parents in connection with the application form, along with the date on which the application form is received by the School, are recorded on Aladdin, the School's data management system.
- In order to be considered a "complete" application, the parent(s)/guardian(s) of the applicant must provide:
 - The enrolment application form fully completed, signed, and dated and it must include the applicant's PPS number
 - A copy of the applicant's birth certificate
 - Proof of address in the form of a utility bill in the name of one of the applicant's parent(s)/guardian(s), which must be dated no later than three months prior to the date of the offer being made.
- Any relevant reports and any other documentation specified in the enrolment application form, must accompany a fully completed, signed & dated enrolment application form, which must be submitted on or before the closing date in order for the application to be considered a valid/complete application. In accordance with the DES requirements, the School may seek other relevant information about an applicant as is deemed necessary
- A separate enrolment application form must be completed for each applicant, if applicable
- Applications which are incomplete, not signed, not dated, and/or do not include the required documentation will not be processed
- Submitting inaccurate information on an enrolment application form or in accompanying documentation will render the application void. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list
- The closing date for receipt of enrolment application forms for Junior Infants is 31 January of the School year prior to proposed admission. Enrolment application forms must be returned fully completed, duly signed and dated by the parent(s) of the applicant and all specified documentation provided, on or before the closing date to the School office only, as no other body or person has any authority to accept same. Acceptance by the School office of the application does not mean that same will be

processed. Applications which are incomplete, not signed, not dated, and/or do not include the required documentation will not be processed. Acknowledgement of the receipt of the enrolment application form, along with a copy of/ link to this Policy, is sent to the applicant's parent(s)/guardian(s)

- Fully completed, signed & dated enrolment application forms received by the closing date will be considered in February of the School year prior to admission, using the criteria outlined in this Policy
- The Board recommends that applicants are at least four years of age on or before 1 March in the year of proposed enrolment. i.e. that pupils are at least 4 years and 6 months old on the first school day of the Junior Infant class
- Offers will normally be made to successful applicants by email or by post by 21 February of the year prior to admission (or sooner)
- The parent(s)/guardian(s) of applicants wishing to take up their offer of a place are required to return the Acceptance Form and supporting documentation to the School by 14 March, which includes as follows:
 - i. Signed acceptance of the child's place in the School
 - ii. Signed acceptance of the School's Code of Behaviour and other school policies
 - iii. Signed acceptance/consent to the Data Protection & GDPR policy
 - iv. Signed acceptance/consent to the Pupil Online Database for the DES
 - v. Signed acceptance permitting the pupil to take part in certain School activities
- During the first week of February, the School will contact all unsuccessful applicants to let them know that they have not been offered a place in the School
- In cases where admission is refused, applicants will be made aware of their entitlement to appeal under Section 29 of the Education Act 1998. Prior to the processing and consideration of a Section 29 appeal, the parties to the appeal will be asked to consider the matter in the first instance at Board of Management level within the school, to see if an accommodation can be reached. If a resolution is not reached, then the parties to the appeal may proceed with a Section 29 appeal.
- Any contact or lobbying of School personnel or Board members regarding admission will disqualify an applicant

6. Oversubscription

As a prerequisite for enrolment, only children who have reached the age of **four years on or before 1st March** prior to the September on which they are starting in Primary School for the first time will be considered for enrolment. This minimum age is based on the grounds that this is in the best educational and developmental interest of the applicant that they are that bit older and emotionally more ready starting Primary School.

If application for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order:

Category	Criterion
1	Siblings of pupils currently enrolled in Scoil Naomh Treasa.

2	Children within the catchment area of a 3km radius are entitled to a place in the school if there are vacancies in the school after the above groups have been allocated places. Use of Eircode and Google maps facility will determine objectively who lives within the catchment area (3km radius).
3	All other children

*If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled. If during this selection process, two or more applicants have the same date of birth, the school will apply a random selection process to these applicants only, in order to establish to whom places in that category will be offered.

** In the event that twins are tied for the last available school place, on grounds of shared date of birth, both will be admitted by way of exception.

7. What will not be Considered when Allocating Places

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:

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| <ul style="list-style-type: none"> a) A student's prior attendance at a pre-school or pre-school service b) The payment of fees or contributions (howsoever described) to the school c) A student's academic ability, skills, or aptitude d) The occupation, financial status, academic ability, skills, or aptitude of a student's parents e) A requirement that a student, or his or her parents, attend an interview, open day, or other meeting as a condition of admission f) A student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, other than a sibling of the student g) The date and time on which an application for admission was received by the school, subject to the application being received within the specified time period. |
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8. Decisions on applications

All decisions on applications for admission to Scoil Naomh Treasa will be based on the

- a) Our school's admission policy
- b) The school's annual admission notice (where applicable)
- c) 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
- d) See 8 above in relation to applications received outside of the admissions period
- e) See section 18 below in relation to applications for places in years other than the intake group
- f) 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

following:

8.1 Refusal of Admission

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

- The school is oversubscribed
- 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

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 18 below for further details).

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

The parent(s)/guardian(s) of applicants wishing to take up their offer of a place are required to return the Acceptance Form and supporting documentation to the School by 14 March, which includes as follows:

- i. Signed acceptance of the child's place in the School
- ii. Signed acceptance of the School's Code of Behaviour and other school policies
- iii. Signed acceptance/consent to the Data Protection & GDPR policy
- iv. Signed acceptance/consent to the Pupil Online Database for the DES
- v. Signed acceptance permitting the pupil to take part in certain School activities In

accepting an offer of admission from Scoil Naomh Treasa you must indicate:

- i. whether or not you have accepted an offer of admission to another school or schools. If you have accepted such an offer, you must provide details of the offer or offers concerned
- ii. whether or not you have applied for and are awaiting confirmation of an offer of admission to 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 Scoil Naomh Treasa 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/guardian 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
- iv. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in 14 above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide the Patron or another Board of Management member with a list of the students in relation to whom:

- an application for admission to the school has been received
- an offer of admission to the school has been made
- an offer of admission to the school has been accepted The

list may include any or all the following:

- The date on which an application for admission was received by the school

- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Naomh Treasa 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 Naomh Treasa is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority 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 a place available. Where no place is available, the name of the applicant will be added to a waiting list.

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

The following criteria apply when an application for enrolment during the academic year is under consideration:

- That optimum arrangements of existing pupils for teaching and learning purposes are maintained
- That a place exists in the relevant class(es), taking all relevant circumstances into account, e.g. the needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of

pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.

- An application to enrol will not be accepted where the existing classroom, in respect of which the application relates to, has 30 pupils
- An application for enrolment into Junior Infants after 1st October and for the remainder of the academic year, will only be considered where a vacancy exists, the applicant was already enrolled in another primary school and is/was in attendance at that primary school for not less than 20 school days and the maximum number in the Infant room does not exceed 30 pupils
- An applicant will be enrolled in an age appropriate class where the foregoing and following criteria have been met and provided there is not a refusal to enrol:
 - The School is provided with a fully completed, signed, and dated enrolment application form which is available from the School Office and on the School's website together with all required documentation
 - Failure to provide the documents referred to above will mean an application is incomplete
 - A separate form must be completed for each applicant, if applicable
- Written notification of the decision regarding the application will be issued to the parent(s)/guardian(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided
- Parent(s)/guardian(s) of applicants who have been offered a place must inform the School in writing of the acceptance of the place, by completing and returning to the School an admission acceptance form within 10 school days. Failure to do so may result in the place being forfeited and reallocated

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

This rule applies to all schools.

The board of Scoil Naomh Treasa 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

Arrangements will be put in place for parent(s)/guardian(s) who wish for their child to attend the school without taking part in religious instruction. These arrangements will not result in a reduction in the school day of such students. Procedures for facilitating this request are as follows:

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

18. Reviews and Appeals

Reviews:

Parent(s)/guardian(s) of a 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.

Appeals:

In accordance with Section 29 of the Education Act 1998, parent(s) of pupils who have been refused admission to the School, have the right to appeal such a refusal by the Board of Management to the Secretary General of the DES. Appeals must be lodged within 42 days of receipt of the Board's decision 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.

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.

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.

Implementation, Review & Communication

This Policy was ratified by the Board on **24/08/2020** and approved by the Patron.

This Policy is available to view on the School's website or a copy can be accessed from the School office.

This Policy will be regularly reviewed by the Board and/or will be reviewed in the event of a change to the pupil teacher ratio and/or legislative/ the DES /Patron/other requirements.

The Board will monitor the implementation of all aspects of this Policy and amend it, as required.

This Policy will be regularly reviewed by the Board or sooner, if prompted by legislative changes or other circumstances. Any staff member, board member or parent may request a review at any time, and such a request will be dealt with as soon as possible.

Ratified by Board of Management:

Chairperson: *Fr John Conlon*

Date: 24/08/20

Principal: *Mrs Bernadette McGuinness*

Date: 24/08/20

Addition: December 2022