

# **Admission Policy of Dunboyne Senior Primary School**

**School Address: Station Rd, Dunboyne, Co. Meath**

**Roll number: 20033D**

**School Patron: Catholic Bishop of Meath Rev. 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 the school has consulted with school staff, the school patron and with parents of children attending the school in the following ways: Parents Association provided with Circular letter and draft policy and invited to propose amendments for consideration by BOM.

All staff notified of Circular 0007/2020 and guidelines issued by patron and provided with links. All parents and staff notified of requirement to review and amend current policy. The policy was approved by the school patron in June 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 Dunboyne Senior Primary School admission process are set out in the school's 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.

## 2. Characteristic spirit and general objectives of the school

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Dunboyne Senior 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.

“Catholic Ethos” in the context of Dunboyne Senior 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 of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
  - (b) a living relationship with God and with other people; and
  - (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
  - (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.

## 3. Admission Statement

Dunboyne Senior Primary School 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.

Dunboyne Senior Primary School is a Catholic, senior mixed school (3<sup>rd</sup> – 6<sup>th</sup> class).

Dunboyne Senior Primary 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.

Dunboyne Senior Primary School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who is not certified as having the category of needs specified.

Dunboyne Senior Primary School 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.

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

Dunboyne Senior Primary School, with the approval of the Minister for Education and Skills, has established one class to provide an education exclusively for students with Autistic Spectrum Disorder. This class is limited to a maximum of six pupils.

#### **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 pupil.

Dunboyne Senior Primary School provides education exclusively for boys and girls from 3rd to 6th class only.

Dunboyne Senior Primary School is a Roman Catholic school under the patronage of the Catholic Bishop of Meath and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Dunboyne Senior Primary 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 certified specified category of special educational needs provided for in this class.

## 6. Oversubscription

The maximum number of pupils per mainstream classroom is 30 and the maximum number of pupils in the ASD class is 6. If there are **30 pupils** in all classes in a class group, ( i.e. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> ) that class group shall be deemed full.

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### **In the case of the Mainstream classes**

- A. Children transitioning from 2<sup>nd</sup> Class in Dunboyne Junior School into Dunboyne Senior Primary School
- B. Siblings (including step-siblings, resident at same address) of children already enrolled – priority to oldest on the date of commencement of the school year (as per birth cert).
- C. Children ordinarily resident at an address within the parish boundaries, with priority to the oldest on the date of commencement of the school year (as per birth cert).
- D. All other applicants

### **In the case of the A.S.D. class:**

- A. Children already enrolled in Dunboyne Senior Primary School who have a certified diagnosis of Autism with a recommendation for a special class and are not managing the mainstream setting.
- B. Children transitioning from ASD class in Dunboyne Junior School into Dunboyne Senior Primary School
- C. Siblings with certified ASD (including step-siblings, resident at same address) of children already enrolled.
- D. Children ordinarily resident at an address within the parish boundaries
- E. Other children with a certified diagnosis of ASD outside the Parish (priority will be given based on proximity to the school to determine distance. Distance from school to be determined by concentric circles.)

As Dunboyne Senior Primary School is a mixed primary school from 3<sup>rd</sup> class upwards, only pupils from 3<sup>rd</sup> class to 6<sup>th</sup> class will be enrolled. An applicant will not be enrolled in the school until he/she is eight years of age on/before 1<sup>st</sup> April preceding the academic year for which the application is made. No pupil be older than thirteen years of age during his/her last year in the school.

In the event that there are two or more students who qualify equally for places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

**In the event that there are more applicants in any of the above categories than remaining places, then the applicants within that category will be prioritised beginning with the eldest in descending order of age (according to their date of birth on birth cert), until all remaining places have been allocated. Where two or more applicants tie for the last remaining place, the school will use time of birth as per birth cert to determine which applicant secures the last place.**

## **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 (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;  
(other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents; i.e. children of teachers may NOT be given any priority
- (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;
- (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.)

## 8. Decisions on applications

All decisions on applications for admission to Dunboyne Senior Primary School will be based on the following:

- The 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.
- **N.B.** Information supplied may need to be verified by Dunboyne Senior Primary School.

(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 Dunboyne Senior Primary 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 Dunboyne Senior Primary School, 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 Dunboyne Senior Primary School 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;
- (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.

Dunboyne Senior Primary School may share information on application forms with other schools for the purpose of determining probability of acceptance of offers and verification of address but not limited to these.

## **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 the 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 Dunboyne Senior Primary School 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.

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

Parents should submit an application form for each child they wish to enrol and the principal will process the application. If space is available in the required class group, the Board of Management will write a letter offering a place.

The procedures of the 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:

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork is provided.

Should the required class be oversubscribed, the pupil may be placed on a waiting list and prioritised in accordance with the criteria for admission.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork is provided.

Should the required class be oversubscribed, the pupil may be placed on a waiting list and prioritised in accordance with the criteria for admission.

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

The Board of Management of Dunboyne Senior Primary School 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.

## **17. Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

The following are the school'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.



## 18. Reviews/appeals

### **Review of Decisions by the Board of Management**

The parent of the student, **may request that the Board of Management** 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 of Management will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and 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 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.

**Date of Approval by Patron:**

A draft of this policy was submitted to the patron on 30-4-2020

**Date of Implementation by school:**

This policy will be implemented by the school in October 2020

**Review date: Sept 2023.**