

# Admission Policy for St. Joseph's National School, Boyerstown

## Admission Policy of St. Joseph's National School

**School Address: Boyerstown, Navan, Co Meath, C15 WT26**

**Roll number: 17986U**

**School Patron: Bishop Tom 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.

The policy was approved by the school patron on 12<sup>th</sup> 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. Joseph's National School, Boyerstown 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.

### 2. Characteristic Spirit and General Objectives of the School

St. Joseph's, National School, Boyerstown, is a Roman Catholic Primary Co-educational School with a Catholic Ethos under the patronage of the Bishop of Meath, Bishop Tom Deenihan. Catholic Ethos in the context of a Catholic Primary School means the ethos and characteristic spirit of the Roman 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 a 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Joseph's National School, Boyerstown 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.

### **Mission Statement:**

St. Joseph's National School, Boyerstown is a Roman Catholic Primary School which strives to provide a happy, co-operative and safe school environment where the self-esteem of every child will be enhanced and each child's learning needs will be supported to enable them to reach their full potential.

To be entrusted with the education of these children, is to be entrusted with the future itself.

#### **School Objectives:**

1. To develop a holistic understanding of education, Parents and Guardians will be encouraged in their roles as the first educators of their children in their religious growth and development.
2. The school will operate according to a Mission Statement and Ethos that openly reflects its Catholic spirit.
3. The school will be characterised by respect, generosity, justice, hospitality and critical reflection.
4. The Board will take responsibility on behalf of the patron for developing the school, overseeing its Ethos and supporting the Principal in his/her daily management of the school according to the Ethos.
5. The Principal will ensure that the decisions of the Board and particularly the Ethos are lived out in the daily running of the school.
6. The staff of the school will know, understand and sustain the Ethos within which they are employed.
7. Religious Education and Faith formation will be evident strengths in the school.

St. Joseph's National School, Boyerstown is a Catholic Primary School that welcomes and respects families of all faith traditions and those of no faith tradition. Our characteristic spirit does not exclude any child on religious or belief grounds. (Please see Section 5 (c) of this policy). We embrace all children. Our Ethos pivots on mutual respect for all.

### **3. Admission Statement**

St. Joseph's National School, Boyerstown 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. Joseph's National School, Boyerstown 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.

St. Joseph's National School, Boyerstown will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

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

St. Joseph's National School, Boyerstown has annexed a Special Class for Children with Severe and Profound Learning Difficulties and Complex Medical Needs. See Section 18 for information regarding the admission procedures for children to this Special Class.

### **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) St. Joseph's National School, Boyerstown is a Roman Catholic Primary Co-educational School and may refuse to admit as a student, a person who is not of the Catholic Faith where it is provided that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

In the event that the St. Joseph's National School, Boyerstown 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:

- 1) Applicants who are siblings of pupils currently enrolled at the school, including step-siblings residing at the same address.
- 2) Applicants who reside within the Bohermeen Parish boundary.
- 3) The pupil is not residing in the Parish of Bohermeen.

Note: All applicants must have reached their 4<sup>th</sup> birthday on or before September 1<sup>st</sup> of the year of enrolment.

If the number of applicants that fall within any of the above categories/criteria exceeds the number of remaining spaces available, the applicants within that category will be prioritised beginning with the eldest and proceeding in descending order of ages until all remaining places have been allocated.

If two or more applicants within one of the above categories/criteria are tied for the last remaining place, the place will be awarded to the eldest applicant based on the time of day of their birth as recorded on their birth certificate. (Where twins are tied for the last remaining place, both will be admitted by way of exception).

A child may start Junior Infants in the middle of a school year if a place becomes available. (See Section 15 of this policy).

### What is the number of available spaces in a class/classroom?

St. Joseph's National School has determined that each class shall be deemed full if there are 22 or more pupils enrolled in that single class and will not enrol any further pupils to any single class that exceeds that number. In our six classroom teacher school, we will in any year have a number of multi-grade classrooms e.g. 3<sup>rd</sup> & 4<sup>th</sup> classes being taught together in the one classroom. Our school has determined that a multi-grade classroom shall be deemed full if there are 32 or more pupils being taught in that classroom.

## 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.
- 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, in the case of the school wishing to include a selection criteria based on siblings and step siblings residing at the same address of a student attending or having 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to St. Joseph's National School 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 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 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. Joseph's National School, Boyerstown 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 are 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. Joseph's National School, Boyerstown 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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,

- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) 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 St. Joseph's National School, Boyerstown 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. Joseph's National School, Boyerstown will be 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 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

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:

Applicants for transfer are subject to:

- 1) The availability of a place in the particular class in question. (Please see section 6 regarding availability).
- 2) The parents and pupils understanding and acceptance of the Schools Mission Statement, Admissions Policy and selection criteria as previously outlined in this document.
- 3) The parent(s) confirming in writing that the Code of Behaviour is acceptable to him/her and that he/she will make all reasonable efforts to ensure compliance with the Code of Behaviour by student.

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:

The same as 1 – 3 above.

**Applications forms can be obtained on request from the school office.**

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

The board of St. Joseph's National School, Boyerstown 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

The following are the school's arrangements for students, where the parents 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(s) to discuss how the request may be accommodated by the school.

## 18. Procedures for admission of students to the Special Class

Parents making an application for their child to attend this Special Class, **must** supply the necessary documentation from the relevant health professionals supporting a Severe and Profound Learning needs with Complex Medical Needs diagnosis, along with their application.

The Special Class can accommodate a maximum of six pupils.

In the event of oversubscription for the Special Class, 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 the receipt of applications as set out in the school's admission notice:

- 1) Applicants who are siblings of pupils currently enrolled at the school, including step-siblings residing at the same address.
- 2) Applicants who reside within the Bohermeen Parish boundary.
- 3) Applicants who do not reside in the Parish of Bohermeen. For pupils not residing in the Parish of Bohermeen, the distance in a straight line from their home address to Boyerstown School will be the determining factor.

Note: All applicants must have reached their 4<sup>th</sup> birthday on or before September 1<sup>st</sup> of the year of enrolment.

If the number of applicants that fall within any of the above categories/criteria exceeds the number of remaining spaces available, the applicants within that category will be prioritised beginning with the eldest and proceeding in descending order of ages until all remaining places have been allocated.

If two or more applicants within one of the above categories/criteria are tied for the last remaining place, the place will be awarded to the eldest applicant based on the time of day of their birth as recorded on their birth certificate. In the event that twins are tied for the last remaining place, it will not be possible to admit both children as the maximum capacity for this Special Class is 6. If this happens, the twins will be placed on the waiting list and will be given top priority should any places become available in the Special Class.

In the event of there being more applications to the Special Class than places available, a waiting list of students, whose applications for admission to the Special Class were unsuccessful due to oversubscription, will be compiled and will remain valid for the school year in which admission is being sought. Placement on the waiting list for the Special Class will be 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 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.

## **19. Reviews/appeals**

### **Review of decisions by the board of Management**

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.

### **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.

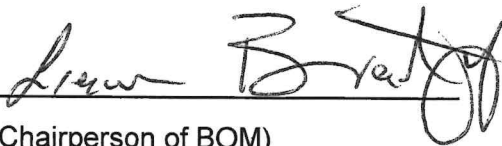
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (See Review of decisions by the Board of Management)

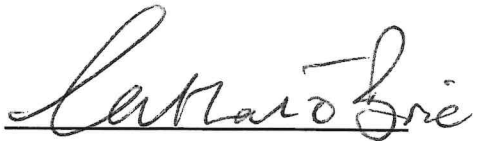
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (See Review of decisions by the Board of Management)

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.

This policy and the revisions on page 3 were adopted by the Board of Management at a meeting held on 13<sup>th</sup> February 2023.

Signed:   
(Chairperson of BOM)

Signed:   
(Principal)

Date: 13/2/23

Date: 13/2/2023