



# St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín

Deputy Principal: Lynsey Dungan

Roll Number: 16333Q

RCN: 20118839

## Admission Policy of St. Patrick's Junior National School

**School Address: Tennis Court Lane, Skerries, Co. Dublin K34 D799**

**Roll number: 16333Q**

**School Patron: Catholic Archbishop of Dublin.**

### 1. Introduction

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

The policy was approved by the school patron on the 13<sup>th</sup> of May 2024. 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. Patrick's Junior National School 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. Patrick's Junior National School is a Catholic Co-Educational Junior Primary School with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin.

"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 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. In accordance with S. 15 (2) (b) of the Education Act, 1998, the Board of Management of St. Patrick's Junior 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.

### **Mission Statement and General Objectives of the School**

St. Patrick's Junior School is a welcoming and inclusive community that is holistic, respectful and tolerant of all religious traditions and beliefs. The school community strives to create an atmosphere of love, respect, security and trust. Teachers are sensitive to the needs and circumstances of each pupil. We work in close collaboration with the family.

The school recognises the dignity and value of each person. This is reflected in the organisation of the school. Our enrolment policy is inclusive of children regardless of language, race, culture or ability. The school's Code of Behaviour, "Discipline for Learning" reflects the Christian Values of forgiveness, reconciliation, new beginnings and hope. According to "Discipline for Learning" every day is a new beginning.

Prayer is a regular feature of the school day. Such prayer uses the resources provided by Catholic tradition and practice while seeking to be inclusive in its expression. The celebration of the Christian Liturgical Seasons is a part of the rhythm of the school year. All children are offered the opportunity to participate in these celebrations.

Catholic pupils are prepared for the reception of the sacrament of First Penance and First Communion, in accordance with arrangements in the diocese. This occurs in partnership with the family and the parish.

We strive to be a centre of excellence where professional standards are maintained and where pupils learn in a safe and happy environment.



### **3. Admission Statement**

St. Patrick's Junior National 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

#### **Additional information**

St. Patrick's Junior 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. Patrick's Junior 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.

St. Patrick's Junior National 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

St. Patrick's Junior National School is a school which has established a class, with the approval of the Minister for Education, 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 does not have the category of needs specified.

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

St. Patrick's Junior National School, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder.

#### **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. Patrick's Junior National School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.
- (d) The special class attached to St. Patrick's Junior National School provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

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

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



## **Selection Criteria**

### **6.1 Application to Mainstream Setting**

Parents must fully complete and sign an admissions application form and send it to the school before the closing date for applications, as detailed in the Annual Admissions Notice. Where there are two guardians, both must sign the form. The form must be accompanied by

- (a) An original birth certificate
- (b) Two proofs of address (where there are already siblings attending St. Patrick's Junior or Senior National Schools, proof of address will not be necessary).

The admissions form and the annual admissions notice are published on the school website and available to download from there. They are also available from the school, on request.

### **6.2: Oversubscription in the Mainstream Setting**

In the case of applications for admission to Junior Infants for the following school year, children must be at least 4 years and three months of age by the 1<sup>st</sup> of September of the year of entry into the school.

St. Patrick's Junior National School is a Junior School. We only accommodate Junior Infants to second Class in our school.

In the event that the number of completed application forms received for admission in any given class / standard exceeds the number of places available (oversubscription), the Board of Management will process all completed applications and will allocate places according to the enrolment criteria categories listed below.

Available places will be filled according to the then applicable Department guidelines on class size, strictly in accordance with the following order of priority:

- (a) Children living in St. Patrick's Parish, Skerries or Siblings and Stepsiblings of students of St. Patrick's Junior and Senior National Schools in order of date of birth, oldest first.
- (b) Children of staff of St. Patrick's Junior and Senior Schools living outside the parish, in order of date of birth, oldest first.
- (c) Other children living outside the parish, in order of date of birth, oldest first.

If the applications within categories exceed the number of places available, older children will have precedence. Where children who have the same date of birth are tied for a place, the child will be selected by lot in the presence of an independent assessor.

### **6.3: Criteria for Enrolment in Autism Class**

As per Department of Education regulations, Autism classes are limited to a maximum of six places per class. St. Patrick's Junior National School currently operates one Autism class.

Enrolment applications will only be valid if **ALL** criteria have been met. Subject to sufficient places being available in the Autism class, the criteria for enrolment are as follows:

1. Each child must have a professional report, from a professional holding current registration with the relevant professional standards body (eg CORU) detailing a primary diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-V or ICD 10 This report must be current (within the last 24 months).
2. There must be an explicit recommendation in the report that a **special class placement in a mainstream school** is both necessary and suitable for the child.
3. An Application Form provided by the school must be fully completed and signed by the parent(s)/carer(s) on behalf of the child. This Application Form must be accompanied by the original birth certificate and all other Supporting Documentation detailed in the section headed '**Application Process**', including:
  4. A report from a Speech and Language Therapist where applicable.
  5. A report from an Occupational Therapist where applicable.
  6. A report from a Psychologist on the student's cognitive ability/learning profile where applicable.
  7. Any other relevant information (e.g. medical conditions).
8. Where applicable, a letter of acceptance from the clinical support service(s) associated with the pupil's learning challenges/additional needs should be submitted with the application form. **The school has no responsibility for the provision of such professional services to pupils attending the special class.**
9. The parent(s)/carer(s) of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
10. Please see Appendix 1 for Enrolment Procedures, Post acceptance meetings and visits to pre-schools.

#### **6.4 : Oversubscription in our Autism Special Class**

St. Patrick's Junior National School is a Junior School. We only accommodate Junior Infants to second Class in our Autism class. No pupil must be older than 8 years of age on the 1st of September in second class. After second class children must enroll in a new school.

In the event that the Autism class is oversubscribed, priority will be given in the following order:

- (a) children already enrolled in St. Patrick's JNS, Skerries, who have a diagnosis of Autism with a recommendation in their report for placement in an Autism class in a mainstream school,
- (b) Siblings & Stepsiblings of children already enrolled in St. Patrick's JNS & SNS, Skerries, who meet the criteria for placement in an Autism special class as outlined elsewhere in this policy.
- (c) Other children resident in St. Patrick's Parish, Skerries, who meet the criteria for placement in an Autism special class as outlined elsewhere in this policy.
- (d) Children of staff of St. Patrick's JNS & SNS who meet the criteria for placement in an Autism special class as outlined elsewhere in this policy.



- (e) Other children resident outside St. Patrick's Parish, Skerries, in the North County Dublin area.

If the applications within categories exceed the number of places available, priority will be given to children joining the most junior class as determined by the school. This is to ensure as far as possible that children get the best educational benefit from this placement for the maximum length of time.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above, the child will be selected by lot in the presence of an independent assessor.

## **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 (a) a special school or (b) 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;
- (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 siblings or step siblings of a student attending St. Patrick's Junior or Senior schools.
- (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 St. Patrick's Junior 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 15 below in relation to applications received outside of the admissions period and 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. Patrick's Junior National School you must indicate—

- (a) 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
- (b) 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 St. Patrick's Junior National School where—

- (a) it is established that information contained in the application is false or misleading.
- (b) 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.
- (c) 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
- (d) 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 board to provide a patron or another board of management with a list of the students in relation to whom—

- (a) an application for admission to the school has been received,
- (b) an offer of admission to the school has been made, or
- (c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (a) the date on which an application for admission was received by the school;
- (b) the date on which an offer of admission was made by the school;
- (c) the date on which an offer of admission was accepted by an applicant;
- (d) 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. Patrick's Junior 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 the waiting list of St. Patrick's Junior National 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.

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:

Available places will be filled according to the then applicable Department of Education and Skills guidelines on class size. Applicants will be offered a place if there is a place available.

In the event that no place is available, the name of the applicant will be added to the waiting list in order of the date of receipt of the application.

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.

##### **Procedure: Mainstream classes:**

Where a place is available in the year group to which admission is sought, parents will be required to fill in the Enrolment application form and to provide the required documentation as listed on the form. Places are offered on a first come, first served basis. The application will be processed in line with the school's admissions policy.

Once a place is offered, parents will be asked to complete and sign the enrolment form. If the child has any medical and/or special educational needs, this must be stated on the



enrolment form. The school will request relevant reports and documentation pertaining to the child's needs at this point. Parents may be invited to meet with the Principal to discuss same.

#### **Procedure: Autism Class**

Where a place is available in the Autism Class, parents will be required to fill in the Enrolment application form and to provide the appropriate documentation as stated in section 6.1 of this policy. In particular, the terms of sections 6.3 and 6.4 of this policy will apply.

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

The board of St. Patrick's Junior National 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**

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

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29b of the Education Act 1998 which are published on the website of the Department of Education.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29b and with section 29c of the Education Act 1998.

**Note:**

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

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

**Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

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

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

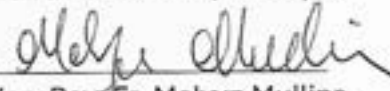
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

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

Signed:   
Maire Ní Chróinín, Principal

Date: 13/5/2024

Signed:   
Very Rev. Fr. Melvyn Mullins,  
Chairperson, Board of Management.

Date: 13/5/2024



## **Appendix 1**

### **Enrolment Procedure**

1. When a complete application is submitted, the date and time of receipt are noted on the application form and an acknowledgement is sent by email indicating that the application has been received.
2. Where a place in the Autism Class is offered, an enrolment form as issued by the school must be returned to the school within fourteen days of the date of issue. If this confirmation is not received within that timeframe, the school will take it that the place is not being accepted and the place will be reallocated.
3. Fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.

### **Support by Outside Agencies**

A guarantee of support by outside agencies such as the HSE **cannot** be provided by the school. Children who require speech and language therapy, occupational therapy, physiotherapy, etc., will be dependent on local public or private services. The school does not have the resources to pursue/follow up on the provision of these services and it is up to the parents/carers to ensure that all possible services are being availed of.

A child will be offered a place in the Autism class if all of the assessment criteria are met and if there is a place available, following the priority categories as set out below.

### **Post Acceptance Meeting**

Once an offer of a place in the Autism class has been made, the parent(s)/carer(s) of the student will be invited to visit the school to meet with the principal, the Special Educational Needs Coordinator and/or the Autism class teacher. Any information requested by the parent(s)/carer(s) will be provided at this meeting.

### **Consent to Visit**

To best accommodate the child's needs, the school will request consent to visit the child's pre-school/school setting to observe the child prior to their starting the Autism class. This is to help staff to become familiar with the needs of the child and to ensure that the appropriate supports can be put in place. The parent(s)/carer(s) will be invited on another occasion to come with their child to the Autism class to meet with staff and see the classroom.

### **Starting School**

A process of phased attendance to the class will operate for pupils when they are first enrolled. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the student's day may vary initially, depending on his/her needs.

### **Student Support File**

After placement in the class a Student Support File will be developed for the child. This file will include an individual education plan which will have input from all parties involved with the education of the child and will be supported by a psychologist from the NEPS (National Education Psychology Service) team. The Special Education Needs Officer (SENO) will also be made aware of the plan. The plan will be updated on a regular basis by staff.

### **Continuing Placement of a Pupil in the Class**

Under the Education Act, it is the Patron/School's obligation to provide an appropriate education for the child. The individual needs of each student are constantly reviewed to ensure that the Autism class is the appropriate setting to meet the student's needs. (*Guidelines for Setting Up and Organising Special Classes, NCSE, 2016, P. 5.*)

A review of each student's progress and his/her Individual Education Profile will be carried out in consultation with parents and other professionals where necessary.

The school reserves the right to review the student's progress during or at the end of each academic year, as appropriate, to determine whether the class continues to be an appropriate placement for him/her.

### **Integration from the Autism Class into Mainstream**

Arrangements for students' inclusion in a mainstream class will be made according to their level of need and attainments. School personnel will decide when inclusion in a mainstream setting is appropriate.

### **Refusal to Enrol**

The school reserves the right to refuse enrolment to any applicant who does not comply with the terms of the school's Code of Behaviour.