



Reference No.	HR-POL-16
Version	1.0
Operative Date	1st October 2020
Status	Draft
Approved by	Board of Management
Roll Number	19878E
School Patron	Archbishop Dr. Diarmuid Martin

HOLY ROSARY PRIMARY SCHOOL

Admission Policy

The principles in this policy are approved by the Board of Management and therefore constitute standard practices, which apply throughout Holy Rosary Primary School.

Signed **Siobhán Glynn** **Chairperson, Board of Management**

Date **1st October 2020**

This policy, along with all Holy Rosary policies, is available on the Holy Rosary website. Electronic copies of these policies are controlled and live. Holders of printed copies of the policies are responsible themselves for ensuring that they have the most up to date version.

This is a Controlled Document, as presented on-line.

If you read this in printed form,

It is Uncontrolled.

If the user of this document discovers any errors with the document or would like to suggest feedback to improve the document, the user should contact the Principal of Holy Rosary Primary School.

Contents

1	Introduction	3
2	Characteristic Spirit and General Objectives of the School	3
2.2	Mission Statement and Vision	3
3	Admission Statement	4
4	Categories of Special Education Needs catered for in Holy Rosary Primary	5
5	Admission of Students	5
6	Oversubscription	5
7	What will not be Considered or Taken into Account	6
8	Decisions on Applications	6
9	Notifying Applicants of Decisions	7
10	Acceptance of an Offer of a Place by an Applicant	7
11	Circumstances in which offers may not be made or may be withdrawn	7
12	Sharing of Data with other Schools	8
13	Waiting list in the event of Oversubscription	8
14	Late Applications	9
15	Procedures for Admission of Students to other years and during the School Year	9
16	Declaration in relation to the Non-Charging of Fees	9
17	Arrangements regarding Students not attending Religious Instruction	10
18	Reviews/Appeals	10
18.1	Review of decisions by the Board of Management	10
18.2	Right of Appeal	10
	Briefing Note	11

Revision Details

Version No.	Date	Comments
1.0	2020	Initial Release

1 Introduction

- 1.1.1 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.
- 1.1.2 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.
- 1.1.3 The policy was approved by the school patron on 22nd September 2020. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.
- 1.1.4 The relevant dates and timelines for Holy Rosary Primary 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.
- 1.1.5 This policy must be read in conjunction with the annual admission notice for the school year concerned.
- 1.1.6 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

- 2.1.1 Holy Rosary Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.
- 2.1.2 “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,
 - e) 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.

2.2 Mission Statement and Vision

- 2.2.1 Recognising and embracing the diversity in the community, we are committed to developing the individual pupil in a secure and challenging learning environment.
- 2.2.2 We believe that all our children have a right to an education, which is appropriate to their individual needs.

The school recognises the rights of the child and the rights of all those involved in the school to be safe in school and to be treated with respect and sensitivity at all times.

- 2.2.3 We strive to ensure that all our children feel that they are a valued part of our school community.
- 2.2.4 We are fully committed to the principle of inclusion.
- 2.2.5 All those involved in the school and the wider community have a responsibility to ensure this and to work together to achieve it, recognising the guidance offered by existing information on best practice.

3 Admission Statement

- 3.1.1 Holy Rosary 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.
- 3.1.2 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.
- 3.1.3 Holy Rosary 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 catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4 Categories of Special Education Needs catered for in Holy Rosary Primary

- 4.1.1 Holy Rosary Primary School is an all-inclusive school and welcomes children with Special Educational Needs.
- 4.1.2 All students with Special Educational Needs are taught in mainstream class settings.
- 4.1.3 Holy Rosary Primary School does not have an Autism Spectrum Disorder Unit and does not provide an education exclusively for students within any of the categories of Special Educational Need.

5 Admission of Students

- 5.1.1 This school shall admit each student seeking admission except where:
- a) The school is oversubscribed (please see “Oversubscription” section 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.
- 5.1.2 Holy Rosary Primary School is a catholic school and may refuse to admit as a student a person who is not a catholic where it is proved that the refusal is essential to maintain the ethos of the school.

6 Oversubscription

- 6.1.1 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:
- 6.1.2 Children who reach their 4th birthday on/or before 30th April in the year they wish to enrol will be given priority according to the following criteria:
- Category 1 Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Bohernabreena (the eldest child will have priority in this ranking)
 - Category 2 Children of staff in the school (the eldest child will have priority in this ranking)
 - Category 3 Children residing outside the parish (the eldest child will have priority in this ranking)

6.1.3 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 number of applicants exceeds the number of remaining places) the following arrangements will apply:

- Places will be offered in accordance with date of birth (oldest to get priority)
- If there is still a tie for places, a lottery system will be used.

7 What will not be Considered or Taken into Account

7.1.1 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 siblings of a student attending the school.
- g) The date and time on which an application for admission was received by the school.

7.1.2 This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

7.1.3 This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8 Decisions on Applications

8.1.1 All decisions on applications for admission to Holy Rosary Primary School will be based on the following:

- 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.

(Please see section “Late Applications” below in relation to applications received outside of the admissions period and section “Procedures for admission of students to other years and during the school Year” below in relation to applications for places in years other than the intake group.)

- 8.1.2 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

- 9.1.1 Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.
- 9.1.2 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.
- 9.1.3 Applicants will be informed of the right to seek a review/right of appeal of the school’s decision (see section “Review/Appeal” below for further details).

10 Acceptance of an Offer of a Place by an Applicant

- 10.1.1 In accepting an offer of admission from Holy Rosary Primary School, you must indicate:
1. 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;
 2. 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

- 11.1.1 An offer of admission may not be made or may be withdrawn by Holy Rosary Primary 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 "Acceptance of an offer of a place by an applicant" above.

12 Sharing of Data with other Schools

12.1.1 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.

12.1.2 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;

- 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.

12.1.3 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

13.1.1 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 Holy Rosary Primary 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.

13.1.2 Placement on the waiting list of Holy Rosary 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.

13.1.3 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.

- 13.1.4 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

- 14.1.1 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.
- 14.1.2 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. 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 "Waiting list in the event of Oversubscription" above.

15 Procedures for Admission of Students to other years and during the School Year

- 15.1.1 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:
- a) Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, the Board of Management's Admission Policy and all relevant BOM policies.
 - b) Transfers are only considered for the start of each new school year except in the case of pupils newly resident in the Parish of Bohernabreena.
 - c) All pupils are required to complete an enrolment application form and return it to the school with an original birth certificate and proof of address.
- 15.1.2 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:
- Transfers are only considered for the start of each new school year except in the case of pupils newly resident in the Parish of Bohernabreena.

16 Declaration in relation to the Non-Charging of Fees

- 16.1.1 The board of Holy Rosary 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;
- An application for admission of a student to the school, or

- The admission or continued enrolment of a student in the school.

17 Arrangements regarding Students not attending Religious Instruction

17.1.1 The following are the school's arrangements for students, where the parents of a student 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) A written request should be made to the Principal of the school.
- b) A meeting will then be arranged with the parent(s), as the case may be, to discuss how the request may be accommodated by the school.
- c) Children will remain in the classroom during the RE lesson but they will engage in some quiet non-religious work during this time.

17.1.2 Holy Rosary Primary School welcomes children from all faiths and cultures, however a Catholic ethos permeates many aspects of school life.

18 Reviews/Appeals

18.1 Review of decisions by the Board of Management

18.1.1 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.

18.1.2 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.

18.1.3 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.

18.2 Right of Appeal

18.2.1 Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

18.2.2 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.

18.2.3 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”)

- 18.2.4 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”)
- 18.2.5 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.
- 18.2.6 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.
- 18.2.7 Briefing Note

<p>Purpose:</p> <p>This policy outlines the procedures for the admission of new students to Holy Rosary PS.</p>	<p>Scope:</p> <p>This policy applies to all admission applications to Holy Rosary PS.</p>
<p>What’s New / What’s Changed & Why?</p> <p>This is the first issue of HR-POL-16 “Admission Policy”.</p>	
<p>Target Audience:</p> <p>All members of the school community involved in the admission of students to Holy Rosary PS.</p>	
<p>Note:</p> <p>Advise target audience to read thoroughly any sections that affect them directly. Be more specific and expand on sections as appropriate for the audience. Encourage feedback. If any feedback, Briefer should forward details to the Principal.</p>	