



Admission Policy of St Fiachra's Junior School  
Montrose Park,  
Artane,  
Dublin 5

Roll number: 19496N

School Patron – 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 St Fiachra's Junior School has consulted with school staff, the school patron and with parents of children attending the school in the following ways

- Parents Association is provided with Circular letter and draft policy and invited to propose amendments for consideration by Board of Management .
- All staff are notified of circular and guidelines issued by patron and provided with links
- All parents and staff are notified of requirement to review and amend current policy.

This policy was approved by the school patron on 13<sup>th</sup> February 2023. 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 Fiachra's Junior 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.

**St Fiachra's is a junior school providing primary education for pupils from aged 4 – 9 years ie Junior Infants to Second class.**

The school has a total of 37 teachers on staff (2019/20) which comprises 25 class teachers, 10 Special Education Teachers (SET) and an Administrative Principal and Administrative Deputy Principal.

St. Fiachra's JS operates under the Rules for National Schools and Department of Education and Skills guidelines. The School is staffed in accordance with the schedule laid out each school year by the DES. The school is funded by annual grant aid from the Department of Education and Skills.

St. Fiachra's JS follows the curriculum prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. All pupils enrolled in the school are expected to participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, and Physical Education.

The Board of Management of St. Fiachra's JS has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2017 which is based on Children First: National Guidelines for the Protection and Welfare of Children 2017. This policy is accessible on the school website under POLICIES and a copy of the child safe guarding statement can be seen on display at the school's main reception.

Within the context and parameters of Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, equality of access is the key value that determines the enrolment of children to our school

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

St. Fiachra's Junior School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Diarmuid Martin, 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 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, 1988 the Board of Management of St Fiachra's Junior 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.

### Our Vision

Our vision is to continue to be an inclusive, nurturing, educating community that fosters the development of each child.

### Our Values

- We cherish each child.
- We live and promote Christian values especially respect, fairness, co-operation, responsibility, kindness, care, trust, self-esteem and partnership.

### Our Mission

- To create a happy learning atmosphere in which all pupils will realise their full potential, morally, socially and academically.
- To value each child for himself/herself, and to provide him/her with a variety of opportunities which will enable him/her to develop his/her talents to their full capacity.
- To foster in him/her a realisation of his/her duties towards society and of his/her responsibilities to others.
- To prepare him/her to take his/her place in an adult society both in work and in leisure.
- To provide a stimulating and healthy environment throughout the school.

### General Objectives of St Fiachra's Junior School

- To provide a welcoming, safe, happy, comfortable and stimulating learning environment.
- To facilitate each child to live a full life as a child.
- The school strives to promote the full and harmonious development of all aspects of each child, including his/her relationship with God, with other people and with the environment.
- To provide a broad and balanced curriculum for each child, according to the Department of Education and Skills Primary School Curriculum and Catholic Religious Education Programme.
- To enable each child to have access to the full curriculum.
- To help each child achieve his/her full potential.
- To help each child develop his/her relationship with God.
- To enable all the children to have an appropriate knowledge of the Roman Catholic religion and to understand how their faith is meant to influence their lives and how their lives influences their faith.
- To foster and nourish a strong sense of self-worth in each child.
- The school aims to foster a sense of community between management, teachers, parents, pupils and a sense of belonging to the wider community

### 3. Admission Statement

St Fiachra's Junior 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.

St Fiachra's Junior School will cooperate with the NCSE in the performance by the Council of its 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 requested to do so by the Council.

St Fiachra's Junior 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 Fiachra's Junior 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. Special Education**

**Children with Special Educational Needs seeking to enrol in St Fiachra's JS**

On acceptance of an offer parents should inform the school if their child has identified special needs or if there are concerns about any aspect of their child's development that might be relevant to the school. This will assist the school to ensure that suitable educational or assistive technology/teaching/care need resources are sought to support the child's needs. The BOM will provide children with special educational needs with additional and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources.

## 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 Fiachra's Junior School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

The school will indicate the number of places being made available in Junior Infants in the Annual Admission Notice.

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:

<p><b>PROCEDURES FOR ENROLMENT OF CHILDREN FOR JUNIOR INFANTS CLASSES</b></p>
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- The BOM determines the number of places available for junior infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this enrolment policy will be used, in descending order of priority, to select children for offers of enrolment.

## SECTION A: ENROLMENT FOR CHILDREN SEEKING A PLACE IN JUNIOR INFANTS CLASS

**NOTE: Children seeking enrolment for Junior Infants must be 4 years on /before 30<sup>th</sup> April on year of enrolment.**

The following criteria will be used, in descending order of priority, to select children for offers of enrolment:

### CATEGORY 1

\*Siblings (including step-siblings,) resident at the same address of children already enrolled in the school and in St Fiachra's Senior School and children resident in the parish of Beaumont\*aged 4 on or before 30<sup>th</sup> April on year of enrolment (proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area)

– ( the eldest child will have priority in this ranking)

### CATEGORY 2

Children of present staff members of St Fiachra's Junior School aged 4 on or before 30<sup>th</sup> April on year of enrolment – ( the eldest child will have priority in this ranking)

### CATEGORY 3

Children of staff members of St Fiachra's Senior School aged 4 on or before 30<sup>th</sup> April on year of enrolment – ( the eldest child will have priority in this ranking)

### CATEGORY 4

Children not living within the residency boundary\* of Beaumont parish aged 4 on or before 30<sup>th</sup> April on year of enrolment ( the eldest child will have priority in this ranking)

In the event of being unable to enrol a child(ren) from categories 1, 2, 3 or 4 in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of 1,2,3,4 ) for the subsequent school year over other children on the class waiting list.

Enrolment for Junior Infants normally takes place in mid-late January for the following school year. Advance notification of enrolment dates is placed on the school website and in the school and parish newsletters. Applications are accepted from prospective junior infant pupils **aged 4 years on or before 30<sup>th</sup> April of the year of enrolment**. Parents seeking to enrol their child are required to attend the school on one of the notified enrolment days and complete an Enrolment Application Form and present accompanying documentation\*. All applications for enrolment must be lodged with the school by 31st January (at the latest) of the year that the child is to commence school. **Applications received after this date are classified as LATE Applications**. Non- complete applications cannot be considered. **An application form for enrolment must be accompanied by the following documentation:**

1. **PPSN for your child** – requirement for Department of Education & Skills
2. An original long form of **Birth Certificate** for your child
3. **Two Acceptable Forms of Documentation** as proof of present address\* (see categories & list of acceptable documents on page )

**It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when a pupil is enrolled.**

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:

**AGE - older children will be given priority in the event of equality in all criteria**



- where two applicants in the same category have the same date of birth the offer of a place will be decided by a draw by an independent person, not the Chairperson of the Board.

## 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 siblings of a student attending St Fiachra's Junior and Senior schools ( see Category 1 )
- (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 Fiachra's Junior 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 Fiachra's Junior 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 St Fiachra's Junior 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; 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.

## **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 Fiachra's Junior 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 Fiachra's Junior 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 12 however after the initial rounds of offers of places is completed the BOM reserves the right to prioritise offers to late applicants from Beaumont Parish in cases where there is a valid reason for not completing enrolment registration in January. Late applications will be assessed according to the above enrolment criteria and offers of enrolment cannot be guaranteed.

#### **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:

## SECTION B: ENROLMENT OF CHILDREN IN CLASSES FROM SENIOR INFANTS - SECOND CLASS

Parents wishing to enrol a child into classes (Senior Infants – Second class) or parents of children seeking to transfer to St. Fiachra's JS from other schools are enrolled subject to the Rules Governing National Schools, as well as the current St. Fiachra's JS Enrolment Policy. Pupils may apply to transfer to the school, in accordance with the school enrolment procedures and subject to the availability of places in particular classes. It is advised that parents who seek enrolment for child/ren or who seek to transfer a child/children from another primary school within the State should apply to the St. Fiachra's JS in advance of the commencement of the school year. In such cases applications for enrolment should normally be submitted by 1<sup>st</sup> June preceding the start of the new school year to allow for the assessment of availability of places and processing of the application.

Applications for enrolment into classes from Senior Infants to Second class are accepted from the following categories of applicants:

- **St. Fiachra's JS pupils returning from approved specialized education placements** (ie Reading / Language Unit) in another mainstream school will be re-enrolled upon application. Every effort will be made to place the pupil with his/her former classmates at the appropriate class level.

- **Pupils seeking enrolment from outside the State or seeking to transfer from another primary school within the State** will be enrolled subject to availability of places at the class level sought and subject to verification of documentation etc.

- **Pupils seeking enrolment or re-enrolment following placement in a special school or other non-mainstream educational setting** will be enrolled subject to the availability of places and subject to an accompanying report from a professional service involved with the child recommending that the child will benefit from reintegration into a mainstream education. In such cases and as deemed necessary St. Fiachra's JS will seek to have the educational supports ie SNA/ Resource Hours/ Assistive Technology in place in advance of the enrolment of the child.

In cases where there are more applications for enrolment for specific classes than places available the enrolment criteria in Section A of this policy (minus the birth date stipulations) will be applied.

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:(see Appendix A)

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

The board of St Fiachra's Junior 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 school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. 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.

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.

Any arrangements will not result in a reduction in the school day of such students.

## 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 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.

Ratified by the Board of Management of St Fiachra's JNS on 5th August 2020

Signed: Bernadette Ellis (Chairperson)

Aine Carberry (Principal)



## Appendix A

**FOR APPLICANTS FOR SENIOR INFANTS – 2<sup>nd</sup> CLASS:** Application forms for Enrolment must be completed and accompanied by the following \*documentation:

1. **PPSN for your child** – requirement for Dept of Education & Skills
2. An original long form of **Birth Certificate** for your child
3. **Two Acceptable Forms of Documentation** as proof of present address (see categories & list of acceptable documents on page 17 )
4. **School Report/s** from the previous school & other relevant reports ie medical /psychological/speech & language reports

It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when a pupil is enrolled

**IMPORTANT NOTE:** Incorrect Information submitted regarding enrolment eligibility renders an application invalid. Parents of children who are enrolled on the basis of misinformation will be asked to withdraw their son/daughter from the school. Proof of residence may be investigated to determine eligibility for enrolment. The completion of an application form or the placement of a

child's name on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined.

All decisions regarding admission to the school will be made by the BOM in accordance with this enrolment policy.

## IMPORTANT INFORMATION FOR PARENTS/GUARDIANS WHEN MAKING AN APPLICATION FOR ENROLMENT:

1. **\*SIBLINGS AS DEFINED IN THIS POLICY** Siblings are defined as FULL or HALF sibling's resident at the same address.

Applications from siblings NOT resident at the same address are dealt with in accordance with the enrolment category based on their address on the enrolment form.

2. **\*RESIDENCY AS DEFINED IN THIS POLICY**

**Residency Boundaries** \*A map of the Beaumont Parish with an outline of the parish boundaries is available from the school/parish office.

**Resident at Time of Enrolment** is applicable from the date of application for enrolment and up to and including the actual date of enrolment in the school i.e when the child attends school

3. **\*DOCUMENTS REQUIRED WITH ENROLMENT APPLICATION FORM**

One document from each of the following TWO categories is required as proof of address .

Documents must clearly show the name and address of the parent/guardian and must be dated as outlined below. Where parents have separate addresses the relevant -documents must be provided on behalf of the primary residence of the child to be enrolled.

**ACCEPTABLE BILLS in CATEGORY 1:** (dated within previous 2 months)  
Original bills only for Home Landline, Broadband, Electricity, Gas, Cable, Satellite TV  
**NOTE:** (MOBILE PHONE & WASTE COLLECTION bills are not acceptable)

ACCEPTABLE BILLS in CATEGORY 2: (dated within previous 3 months) original correspondence from a Government/Official Agency (dated with previous 3 months) such as Dept Social Protection Child Benefit Letter, Statement from a Bank/Building Society/Credit Union/Insurance Company, Letter from Dept. Social Protection/Revenue or other official correspondence from an Irish State Agency. NOTE: All original documents will be photocopied by the school on the day of registration for enrolment and originals will be returned immediately to applicant.

#### 4 .VERIFICATION OF DOCUMENTS PRESENTED WITH ENROLMENT APPLICATION

The Board of Management reserves the right to make any such enquiries as are deemed necessary to ascertain proof of residence when determining eligibility for enrolment.

Parents/Guardians are required to sign a Declaration that the information provided on the Application for Enrolment Form is valid. (This declaration is included on the Enrolment Form)

The provision of inaccurate or misinformation will invalidate an application and may result in the withdrawal of an enrolment offer.