 St. Joseph’s National School.

 Dromore, Bantry, Co. Cork.

 Tel: 028 - 31541.

**Admission Policy of St Joseph’s N.S**

**Roll Number: 13095L**

**School Patron: Catholic Bishop of Cork and Ross, His Lordship Bishop Fintan Gavin.**

## **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 is pending approval by the school’s patron, following full ratification during the February Board of Management meeting. 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 N.S., Dromore admission process are set out in the school’s annual admission notice which will be 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 Joseph’s N.S., Dromore 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 Joseph’s N.S., Dromore 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.

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

St Joseph’s N.S., Dromore is a co-educational primary school under the patronage of the Catholic Bishop of Cork and Ross. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Catholic/Christian philosophy of life.

“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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Joseph’s N.S., Dromore 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.

There are three full time teachers, including the principal and two Special Education Teachers. There are two SNAs. The school caters for the full range of classes from Junior Infants to Sixth class.

Children enrolled in St Joseph’s N.S., Dromore, are required to co-operate with and support the school’s Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour is available to all parents. St Joseph’s N.S., Dromore seeks to enable each child to develop his/her potential in a caring environment where the talents of each child are nurtured and valued.

## **Admission Statement**

St Joseph’s N.S., Dromore will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

Dromore N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

In determining the level of admissions, the Board shall take account of Department of Education & Skills (‘DES’) regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, it shall also have regard to issues such as physical space, multi- grade classes, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

## **Oversubscription**

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:

* Priority is given to brothers and sisters of children already in school or who have attended the school in the past. If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
* Families whose primary residence is either
1. In the immediate areas of Caheragh parish, starting closest to the school and radiating outwards from the school within the Parish, or
2. In Caheragh parish within a 2 mile distance by road from the school.

If the class is oversubscribed within the application of this particular criterion, then the furthest from the school under either (a) or (b) will be eliminated first.

* Children of current teaching staff.
* Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
* If space is still available, class numbers are completed from the waiting list, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritisation proceeds until all places have been allocated.

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:

The applicant who had their application into the school first received within the timeline for receipt of applications as set out in the school’s annual admission notice.

## **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:

1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,
2. the payment of fees or contributions (howsoever described) to the school;
3. a student’s academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;
	* priority will be given to brothers and sisters of children already in the school or who have attended the school in the past.
	* Children of parents who are past pupils of the school (up to a maximum of 25% of available spaces)
7. 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 31st January 2025 only).

## **Decisions on applications**

All decisions on applications for admission to St Joseph’s N.S., Dromore, 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](#_Procedures_for_admission) below in relation to applications received outside of the admissions period and [section 16](#_Declaration_in_relation)  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.

## **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](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Dromore N.S 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.

## **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 Dromore N.S. where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **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.

## **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 Dromore N.S. 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 Dromore N.S. is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **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.

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

The following criterial will be applied to applications for available places in the Senior Infants to 6th Class.

* Priority is given to brothers and sisters of children already in the school or who have attended in the past.
* Families whose primary residence is either (a) in the immediate school area of Caheragh Parish, starting closest to and radiating outwards from the school within the parish or (b) in Caheragh Parish within a 2 mile distance by road from the school, or who are in the process of moving to either of these areas.
* Children of current teaching staff.
* Children of parents who are past pupils of the school.

All children enrolled are expected to comply with and support the School’s Code of Behaviour as well as the school’s designated policies on curriculum, organisation and management.

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

The Board of Dromore N.S or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

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

 The following are the school’s arrangements for students, where the parent~~s~~ 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:

Alternative work is given to students to complete during this time.

Alternative arrangements for school are made in conjunction with parents.

## **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, 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 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.

The policy was ratified by the Board of Management of St Joseph’s N.S., Dromore at Board of Management meeting held on TBD.

Signed:  Chairperson, Board of Management.

  Acting Principal.

The contents of this policy have been sent to Cork and Ross Diocesan Office, acting on behalf of the Patron, for approval.

 St. Joseph’s National School.

 Dromore, Bantry, Co. Cork.

 Tel: 028 - 31541.

**ST JOSEPH’S N.S., DROMORE**

**ANNUAL ADMISSION NOTICE**

**in respect of admissions to the 2022/2023 school year**

**Admission Policy and Application Form**

A copy of the school’s **Admission Policy** and the **Application Form for Admission** for the 2021/2022 is available as follows: –

On request: By emailing Dromorens@gmail.com or writing to : Dromore N.S., Bantry, Co Cork.

**PART 1 - Admissions to the 2022/2023 school year**

**Application and Decision Dates for admission to 2022/2023 School year.**

The following are the dates applicable for admission to Junior Infants

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| --- | --- |
| The school will commence accepting applications for admission on  | **1 October 2022** |
| The school shall cease accepting applications for admission on  | **30 June 2023** |
| The date by which applicants will be notified of the decision on their application is  | **By 30 July 2023** |
| The period within which applicants must confirm acceptance of an offer of admission is | **Within 1 month** |

**Note: the school will consider and issue decisions on late applications in accordance with the school’s admission policy.**

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.**

|  |  |
| --- | --- |
| The number of places being made available in junior infants is | **20** |