Admission Policy of St. John's N.S

School Address: Ballybough st, Kilkenny. R95NH66

Roll number: 20600M

School Patron: Catholic Bishop of Ossory

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 [date]. 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. John's Snr N.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. 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

See School Ethos

St. John's N.S 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 a Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

3. Admission Statement

St. John's N.S 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.



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

St. John's N.S, with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with a diagnosis of Autism.
Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:
Professional report(s) outlining:

• Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND
• A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
AND
• Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
AND
• A letter from the NCSE confirming that the child is known to them and that the child
has the required diagnosis and recommendation for a special class for autism.

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

School with special education class(es)

The special classes attached to St. John's N.S provides an education exclusively for students with a diagnosis of autism 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

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:

Where the number of children seeking enrolment in any standard exceeds the number of places available it will be necessary to adopt certain enrolment criteria. In such cases the following criteria will be used to prioritise children for enrolment:

A. **Siblings(including Stepsiblings and fostered children, resident at same address) of children already enrolled in St. John's N.S**
B. **Children whose principal primary residence is within St. John's Parish, Kilkenny. If the number of children seeking enrolment in any standard exceeds the number of places available, priority will be given to the oldest. Then, if the number of children seeking enrolment in any standard still exceeds the number of available places, priority will be given to children who live nearest the school.**
C. **Children who live outside the parish. If the number of children seeking enrolment in any standard exceeds the number of places available, priority will be given to the oldest. Then, if the number of children seeking enrolment in any standard still exceeds the number of available places, priority will be given to children who live nearest the school.**

Where places are allocated based on proximity to the school, this will be determined by the shortest distance, on Google maps, by public road between the front entrance of the school and the front entrance of the child's home.

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:

For admissions to the Jnr Infant classes in the scenario where the school is oversubscribed, the Board of Management will apply the selection criteria above,

in the order of priority in which they are listed and in the event of a tie for the final place the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth the Board of Management will draw lots between these tied applicants for the last place and will keep remaining applicants on a waiting list for cancellations arising before the school year begins.

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) the payment of fees or contributions (howsoever described) to the school;
(b) a student's academic ability, skills or aptitude;
other than in relation to admission to 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

(c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
(e) 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)
(f) 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. John's N.S 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 section 16 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. John's 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.

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. John's N.S 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 [school name] 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. John's 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.

The criterion date of birth of the child applying will only be applied in the case of children who are tied for the last place in the Jnr Infant intake classes. When children are tied for the final places in classes above Jnr Infants, after all of the six criteria in section 5 of this policy are applied, lots will be drawn for the final place and remaining applicants will be kept on a waiting list for any places becoming available later.

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.

15. Procedures for admission of students to other years and during the school year

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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:

(a) The BOM will determine the maximum class size in any standard.
(b) Applications will be processed on a first come, first served basis. 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:
(c) Parents Guardians complete an applications form
(d) Application is assessed by the BOM using the criteria in Section 5 of this admissions policy.
(e) Admission will depend on space in the required class. At the moment the Board of Management of St. John's Snr N.S adheres to a maximum average class size of 26 pupils per class, based on the current staffing circular from the Department of Education and Skills (Circular 18/2020)

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

The board of St. John's. 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-

(a) an application for admission of a student to the school, or
(b) the admission or continued enrolment of a student in the school.

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17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:
The BOM recognises the right of parents to decide on their child's participation in religion classes. There is an obligation on parents to notify the school of their wishes. All requests to exempt a child from religion classes will be granted. The principal will discuss the issue with the parents/guardians with a view to achieving a mutually acceptable accommodation. If this is not possible the matter will be referred to the Board of management for a decision.

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.

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.

This policy was ratified by the Board of Management on DD/MM 2020. It will be reviewed in June 2022.

Signed: _____

Chairperson, Board of Management