

Admission Policy of

St. Philip the Apostle Junior National School



School Address: Mountview, Dublin 15, D15 V124.

Roll number: 19601H

School Patron - Catholic Archbishop of Dublin.

1. Introduction

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

The policy was approved by the school patron on the 12th March 2025. 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. Philip the Apostle J.N.S. admissions process is set out in the school's annual admission notice which is published annually on the school's website at least a week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Philip the Apostle Junior National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Philip the Apostle Junior National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement: St. Philip the Apostle J.N.S. seeks to foster a safe, secure, calm and happy atmosphere in which the dignity of every person will be valued, respected and cherished. Our aim is the pursuit of excellence through a well-rounded education that caters for the spiritual, physical, emotional and intellectual needs of the children. We also endeavour to promote a friendly and

constructive relationship between home and school.

The school is co-educational and inclusive. It caters for all classes from Junior Infants to 2nd Class and currently has a number of children with additional needs among its pupils. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998)

It is the policy of the Board to seek to provide places for all children from St. Philip's Parish whose parents seek a place, also for children from outside the parish whose older siblings are already attending the school. Applications from other children will be considered according to the availability of places. The priority is outlined in this policy.

Equality of access is the key value that determines the enrolment of children in the school. The school respects the diversity of values, beliefs, traditions, languages and ways of life in our society.

3. Admission Statement

St. Philip the Apostle Junior National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned, (b) the civil status ground of the student or the applicant in respect of the student concerned, (c) the family status ground of the student or the applicant in respect of the student concerned, (d) the sexual orientation ground of the student or the applicant in respect of the student concerned, (e) the religion ground of the student or the applicant in respect of the student concerned, (f) the disability ground of the student or the applicant in respect of the student concerned, (g) the ground of race of the student or the applicant in respect of the student concerned, (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, '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.

Saint Philip the Apostle Junior National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Saint Philip the Apostle Junior National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

St. Philip the Apostle Junior National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

Applications in relation to Children with Special Educational Needs:

Applications for Enrolment

- Application for entry to the school must be made by way of the school's application form. This is available on the school website each school year.
- The board reserves the right to seek, clarify or verify any information contained in the application form. To ensure the authenticity of applicants, the board will ask all new families in the parish, who are not known to the principal or board, to verify place of residence by way of utility bills or other documentation.
- The registration process is initiated on receipt by the school of a completed application form. An offer of a place may be withdrawn if information is false.
- Applications for entry to the Junior Infant Classes should be received in the month of November in the year before entry. Application forms for the Junior Infant classes are made available from the 1st week of school in November prior to the year of entry. **See Admission notice*
- All applications for admission will be processed in line with the Criteria as per this Enrolment Policy.

The date on which the application is made is not a determining factor for placement.

On completion of the application form, parents/guardians and their child will be invited to an Information Morning to meet the principal and staff and the family is given the opportunity to see the school in operation.

It may be necessary for the Board of Management to operate a cut-off point depending on space available and the DES guidelines on class size and availability of teachers.

Priority Rating for Pupils of suitable age

While compulsory attendance only applies from the age of 6, the school will continue to enroll pupils who have reached their 4th birthday. As the school operates only one commencement date e.g September 1st, children reaching 4 after this date will have to wait until the following September before starting school.

It is the policy of the Board that children reaching their 4th birthday in the preceding June, July or August, should be placed on a waiting list until the following year should there be a surplus of applicants. Each application in this age group will be looked at in light of the maturity of the child and availability of places.

The school has a single enrolment date of September 1st for all children except –

a) New residents to the area

New residents to the area can apply at any time, however, places will be allocated on the basis of availability.

Pupils wishing to transfer from local schools are enrolled subject to agreements between local parishes, the school's enrolment policy and the provisions of the DES viz: transfers must take place on the first school day in September or on the first day of the school's opening after the beginning of a new term, unless there is a change of address. Outside of these times the sanction of the Minister of Education may be required.

Applications must be accompanied by a school report indicating the child's educational progress to date and a transfer certificate indicating the child's attendance record for the present school year. These should be less than one month old.

When an application is received from a child attending a local school, and no change of residence is envisaged, such applications will be discussed with the principal of the child's present school.

While the school welcomes applications from children with special educational needs, children living outside St. Philip's Parish are encouraged to attend their local school, if it has a Special Needs Class. This will enable the children to grow and develop in their own community. This is in keeping with the school's policy on children with special educational needs.

The school supports inclusiveness, with particular reference to the enrolment of a child with a disability or special educational needs. Children with special educational needs will be supported in accordance with the level of resources provided to the board by the DES. The board will, within the confines of the resources provided, make all reasonable efforts to provide suitable accommodation, and educational resources, for children with disability or special educational needs.

Notwithstanding the availability of such resources, parents of children who are dissatisfied with the level of educational provision in the school are advised to consider a Special School or Special Class placement. These schools and classes are designed and resourced to specifically cater for the needs of children with special educational needs.

In relation to applications for the enrolment of children with special educational needs, it is open to the Board of Management, to request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the learning and care needs of the child relevant to his/her disability or special needs and to profile the support service required.

It may be necessary for the Board of Management to decide to defer or refuse enrolment of a particular child, pending the receipt of an assessment report.

In the case where assessment reports have been received, the board will assess how the school could meet the needs specified in the report. These resources may include, for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for

special needs, special needs assistant, specialist equipment or furniture, sensory room provision, transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, the school Special Educational Needs Coordinator (SENCO) and/or principal will visit the child at their current preschool/school setting to observe the child and liaise with preschool/ school staff working with the child in order to determine the child's suitability for St. Philip the Apostle Junior School. Where other professionals are involved with the child- e.g. psychologist, family social worker etc., a case conference may also be requested.

The board will consider if the school can meet the specific learning and/or care needs of the child in the mainstream school setting within the (i) the context and parameters of Departmental regulations and programmes and (ii) the availability of suitable accommodation, educational resources and staffing resources.

As previously stated, the board acknowledges the right of any parent or guardian to appeal the school's decision to defer or refuse to enrol his/her child under Section 29 of the Education Act, 1998.

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 behavior 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.

St. Philip the Apostle J.N.S. is a Catholic denomination school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Criteria for Enrolment of Junior Infants

We recommend that children are 4 years of age on or before the 30th of June of a given school

year to be eligible to begin Junior Infants.

Children should be toilet trained before starting school and should be able to use the bathroom independently.

Priority will be given to:

- (a) Children of the parish of Mountview and siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Mountview (the eldest child will have priority in this ranking)
- (b) Children of staff (the eldest will have priority in this ranking)
- (c) Children residing outside the parish (the eldest child will also have priority).

However, the latter may not apply to pupils who are at present in 5th or 6th classes in the Senior School, are living outside the parish and whose next sibling wishes to enrol. This will be due to a shortage of places if the intake is less than three classes. This situation may occur in future years also when the intake is reduced.

There is no guarantee of entry for children living outside the Parish whose older siblings began their education in the Senior School.

A cut-off date (in relation to dates of birth) may be necessary where the number of children exceeds the number of spaces available.

Any spaces available thereafter will be offered to children outside the parish.

Please Note: The criteria will be reviewed by the Board of Management annually

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:

1. The oldest child will be given the place.
2. Where the children share the same date of birth, the place will be chosen by means of lottery.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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 or having attended the school (see enrolment criteria above) (g) the date and time on which an application for admission was received by the school, This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to St. Philip the Apostle J.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 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. Philip's J.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 are 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. Philip's J.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.

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—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;

a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Philip the Apostle J.N.S. were

unsuccessful due to the school being oversubscribed and will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Philip's J.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.

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 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 13.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group

And

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:

Criteria for admission to all class groupings other than Junior Infants. •

Children in the parish and children of staff

- Any spaces available thereafter will be offered to children outside the parish with the discretion of the principal.

a) New residents to the area

New residents to the area can apply at any time, however, places will be allocated on the basis of availability.

b) Pupils wishing to transfer from other local schools

Pupils wishing to transfer from local schools are enrolled subject to agreements between local parishes, the school's enrolment policy and the provisions of the DES viz: transfers must take place on the first school day in September or on the first day of the school's opening after the beginning of a new term, unless there is a change of address. Outside of these times the sanction of the Minister of Education may be required.

Applications must be accompanied by a school report indicating the child's educational progress to date and a transfer certificate indicating the child's attendance record for the present school year. These should be less than one month old.

When an application is received from a child attending a local school, and no change of residence is envisaged, such applications will be discussed with the principal of the child's present school.

In terms of class numbers, the DES stipulated a recommended ratio of 17 pupils per class in DEIS 1 Junior Primary Schools. The Board shall oversee that an upper limit of 19 pupils per class is enacted at each year level from September 2024 onwards.

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

This rule applies to all schools.

The board of St. Philip's J.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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post primary schools.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school.

These arrangements will not result in a reduction in the school day of such students:

- A written request should be made to the Principal of the school
- A meeting will then be arranged with the parents(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

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

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education 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 Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.



St. Philip the Apostle Junior National School
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ASD Class Admission Policy

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 ASD class operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Educational Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars 02/05 and more recently 0013/2017. Reference was also made to the NCSE (2024) advice on ‘Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary & Post Primary Schools’.

<https://ncse.ie/wp-content/uploads/2024/02/NCSE-Guidelines-for-Setting-Up-and-Organising-Special-Classes-2024-ENG.pdf>

This policy applies to all applicants to the Junior ASD classes in St Philip the Apostle JNS. This policy is subject to review on an annual basis. St Philip the Apostle JNS operates an inclusive policy with regard to enrolment.

St. Philip the Apostle Junior National School is proud to offer two specialised ASD classes to support children diagnosed with Autism Spectrum Disorder. These classes cater to students from **Junior Infants to 2nd Class**, providing a structured learning environment with individualised teaching and small class sizes. We would recommend that all applicants will have completed 2 years of preschool prior to enrolment.

The ASD class will operate in parallel with the mainstream classes from junior infants to 2nd class. Once children complete 2nd class, they must transfer to another appropriate education system, in line with mainstream classes.

The total number of places available per class is six.

2(a) Criteria for Enrolment to our ASD Class:

- An applicant must have a primary diagnosis of a qualifying autism spectrum disorder and must submit a professional report, which confirms a diagnosis of a qualifying autism spectrum disorder

(DSM IV/V or ICD 10)

- An applicant must also furnish the school with a recommendation to attend an ASD class **attached to a mainstream school**. Such a recommendation must be furnished by a professionally recognised clinical psychologist.
- The report should be completed within approximately 24 months prior to the child's application.
- A letter from the NCSE confirming child's eligibility to apply for a place in the ASD class must be submitted.
- If the applicant presents with a general learning disability, it must fall within the mild range. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure and the report confirming this must be submitted with the application form.
- A child must have reached their 4th birthday before the 1st April of the year of admission to junior infants
- The age profile of the children in the ASD class must correspond with the age profile of the other children in mainstream classes in St. Philip the Apostle JNS, from Junior Infants to 2nd class.
- A fully completed, signed and dated application form for enrolment has been submitted to the school by the parents and a vacancy exists in the ASD class.
- If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. Parents will be notified that the application will not be considered, nor a waiting list number allocated, until a complete application is submitted.

Parents/Guardians must note that a guarantee of supports by outside agencies cannot be provided. The school does not have the resources to provide or follow up on these services.

In the event of a child with Autism being placed in St Philip the Apostle JNS mainstream, who does not cope despite resources in place, the board of management reserves the right to review each case and offer a place to this child, if an opening arises, in the ASD Class as a priority under the following circumstances:

- The child's placement in the mainstream is deemed unsuitable on the grounds of Health and Safety and provision of education to other children.
- The child meets the clinical criteria as set out in 2(a).

The individual needs of each pupil are constantly reviewed to ensure that an ASD class is the appropriate setting to meet the pupil's needs. The school reserves the right to review each pupil's progress on a termly basis to determine whether the ASD class continues to be an appropriate placement for him/her, and to discharge the pupil from his/her ASD class if the placement is not in the best interests of the pupil and/or the other pupils in the class.

Enrolment Procedures

1. Registration process begins with the online application form.
2. Parents seeking to enrol their children in the A.S.D. class in St. Philip the Apostle JNS are requested to complete the '*Online Application to Enrol Form*' of St. Philip the Apostle JNS, to include all relevant and comprehensive professional reports. A recommendation from a relevant professional for placement in a Special Class setting is required also.

Applications with relevant reports will then be submitted for review to the Advisory Board (AB). The AB meets to discuss all applications and advise the Board of Management of the school as to the children who should be offered the available places in the ASD class.

The AB comprises of:

- School Principal
- Special Class Teacher
- Special Education Needs Organiser

At the request of the principal the AB will meet as needed.

3. A recommendation based on the available professional reports, while also recognising the rights of parents to enrol their child in the school of their choice, will be made to the Board of Management. The Board of Management is responsible for and must respect the rights of the existing community and in particular the children already enrolled. This requires balanced judgement which will be guided by the principles of natural justice and the best interest of all children.

4. Parents are notified of a placement, as per the Admission Notice. Parents must respond as per the Admission Notice.

Offers of a place

The school will endeavour to place all applicants that comply with the criteria. The submission of an application alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the board of management in accordance with the enrolment policy.

In the event that the number of children that apply for a place is greater than the number of places the following categories shall be used as a basis for prioritising children;

2 (b) Guiding Criteria in the event of oversubscription

Every effort will be made to enrol all applicants in our ASD class. In the event that the number of applicants seeking enrolment in our ASD class exceeds the number of places available, places will be allocated in sequential order according to the following priority categories to those applications that are received within the timeframe for receipt of applications as set out in our school's Annual Admission Notice.

Priority Category 1:

- Current students of the school who meet the clinical criteria as set out in 2(a) irrespective of age.

Priority Category 2:

- Children living within the Catchment Area (The estates of Fortlawn, Whitechapel, Woodvale, Inglewood, Lohunda, Castlefield, Charwood, Blakestown cottages, Rosevale Court, Limelawn, Aspen Wood, Sorrel Park and Hillbrook Woods) who meet age criteria as detailed in Admissions Notice (to correspond with current enrollees)

Priority Category 3:

- Students who are siblings (including step-siblings resident at the same address) of children, enrolled in the Junior School at the same time who meet the age criteria as detailed in Admissions Notice (to correspond with current enrollees)

Priority Category 4:

- Children living outside the Catchment Area who meet age criteria as detailed in Admission's Notice (to correspond with current enrollees)

Priority Category 5:

- Revisit categories 1 – 5, prioritising children closest in age to the age criteria detailed in Admission's Notice

In the event that 2 or more pupils tie for a place or places in any of the priority categories above (the number of applicants exceeds the number of remaining places), a place or places will be allocated according to chronological age, i.e. older children in each category will have precedence over younger children/the eldest child will have priority in this ranking. If this process fails to offer a solution, applicant names will be drawn by lot by a person independent of the school.

3. Late Applications

An application received by St Philip the Apostle JNS, after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Philip the Apostle JNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where St. Philip the Apostle JNS is not oversubscribed and it receives a late application, the applicant will receive an offer of a place within the school and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date set out in the School Admissions Notice.

Second/third-round offers of a place

Where a child is in receipt of an offer of a place within St. Philip the Apostle JNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this policy, the place will be offered to the next child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

Failure to confirm acceptance to the school by the date set out in the School Admission Notice, or

within 1 week of issuing by the school if it is a late application or if it is a second/third- round offer, may result in withdrawal of an offer.

Should the number of applications exceed the number of places assigned in the class, the school will operate a waiting list system until the end of the Spring Term of the following school year.

APPEALS

The Board of Management of St. Philip the Apostle JNS in compliance with Section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment as per the Admission Notice and will inform the parents/guardians in writing of that decision.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act of 1998.

Details on appealing decisions on enrolment under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provision) Act, 2007), are available on the Department of Education and Skills website at www.education.ie

EXCEPTIONAL CASES

The Board of Management of St. Philip the Apostle JNS reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education; or
2. In the opinion of the Board of Management (and where applicable, after consulting with relevant parties such as AIMS worker/Montessori and/or creche teacher), the student poses an unacceptable risk to other students, to school staff or to school property.

PROGRESS REVIEW

An annual review meeting is held by the AB in the second term with respect to each child in the ASD class. This timing is to facilitate potential NCSE deadlines. The purpose of the meeting is to review progress and to establish if the ASD class remains the best placement for the child. Each child is discussed individually. The most up to date reports/information available on the child are presented to the AB. The child's current presentation and needs are then discussed by the team.

The AB is cognizant of the parents' views at all times. Prior to the annual review meeting of the AB, a formal meeting between each child's parents and ASD class staff take place. The parents can then articulate their views on their child's progress and preference for their child's placement. Where possible, the voice of the child will also be included in the review.

In line with the DES/NEPS(2010) Continuum of Support model, if it is no longer considered to be in the child's best interest or to be the placement of choice, then the child will be discharged and transitioned from the ASD class. Discharge is in line with the following criteria.

1. The AB in consultation with the ASD class staff considers the pupil able to return to fulltime mainstream education

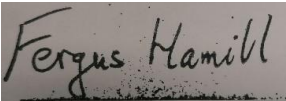
2. The AB no longer considers the ASD class the most suitable class for the child's educational development
3. The child's parents/guardians request transfer from the ASD class
4. The AB deems that the child is no longer benefiting from the ASD class placement
5. The child is no longer at the age appropriate level for primary school The AB advises the Board of Management of the school on its recommendations following the review meeting.

Role of The Board of Management

The Board of Management is supportive of the Principal and Teachers in applying this policy within the school. The policy will be implemented immediately on ratification. This policy will be reviewed and revised on a regular basis. This policy was reviewed and ratified at the Board of Management meeting on 16th September 2025.

Review

This policy will be reviewed annually.

Signed: 

Chairperson: Fergus Hamill

Signed: 

Principal: Ruth Molloy