



# Scoil Oilibhéir Naofa



Scoil Oilibhéir Naofa  
Baile an Ridire  
Baile Brigín  
Co. Átha Cliath

St. Oliver Plunkett's N.S.  
Balrothery  
Balbriggan  
Co. Dublin

## St Oliver Plunkett's Ns

School Address: Balrothery, Balbriggan, Co. Dublin

Phone no: 01 8411494

E-mail: [office@balrotheryns.com](mailto:office@balrotheryns.com)

Website: [www.balrotheryns.com](http://www.balrotheryns.com)

Roll number: 17569E

School Patron: Archbishop of Dublin  
Dr Diarmuid Martin

## 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 11<sup>th</sup> of September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Oliver Plunkett's NS 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.



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

St. Oliver Plunkett's NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Dr Diarmuid Martin. The school caters for junior infants to 6<sup>th</sup> class.

"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 Oliver Plunkett's NS 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

The staff of the school want to create a climate of physical, emotional, social and intellectual safety for students, teachers and parents so that teaching and learning can occur within relationships of mutual valuing and respect. By providing this happy and secure learning environment the school hopes that each child will be enabled to develop his/her potential in full. This educational process is seen as involving partnerships of parents, teachers, Board of Management and the Christian and wider community helping the child to grow as a well- balanced person.

### Our Statement of Ethos and general aims

St Oliver Plunkett's NS recognises the importance of developing the full potential of the child and it seeks to develop and promote a moral and ethical sense to enable the child to contribute positively to the community in which we live. The aim is to ensure that each child's individuality is accommodated while acknowledging the right of every child to education in a disruptive free environment.

It is our ambition to create a structured, warm, balanced, stress free environment which will enable each child to develop academically, morally and socially.

We would expect from the children that by the time they leave our school they would have developed a well – balanced attitude with a strong moral, ethical and respectful sense that would stand them in good stead throughout their future.

## 3. Admission Statement

St Oliver Plunkett's NS 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,



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- (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.

## All denominational schools

St Oliver Plunkett's NS is a catholic 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 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.

The current arrangements in relation to support students with special educational needs provided by St Oliver Plunkett's NS will continue as in previous years unless otherwise directed by the NCSE or the Department.

## 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 Oliver Plunkett's NS is a catholic school and may refuse to admit as a student a person who is not catholic where it can be proven that the refusal is essential to maintain the ethos of the school.



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## 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:

The Board of Management reserves the right to cap pupil numbers. Where St. Oliver Plunkett's NS is not oversubscribed all children will be offered a school place once the application has been made by the specified date published on the Annual Admission Notice. An application received by St. Oliver Plunkett's NS after the closing date published by St. Oliver Plunkett's NS and set out in the Admission notice, is considered a late application for the purposes of this Admission Policy.

Applications are considered against the published criteria below. Places will be offered in the first instance to those that meet the first criteria. Subsequently, where the school still has places available the remaining applicants are considered in the light of the second criteria and those applicants who met this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

### Selection criteria

Children who will be four years of age on or before 1<sup>st</sup> of June prior to commencement of the school year will be deemed eligible for invitation to enrol according to the following criteria, sequentially, in the order 1 to 3 (i.e. if all places available are not filled by children defined in criterion 1, the children defined in criterion 2 will be next to be considered, etc.)

The eldest child will have priority in all criteria

1. Siblings, stepsiblings of children already enrolled in the school and children of the parish of Balbriggan in the Balrothery catchment area\*
2. Children of school staff\*\*
3. In the event of places still being available, having exhausted the above 2 criteria an invitation to enrol will be extended to other children.

\* A detailed map showing the precise limits of the catchment area for the school, can be consulted at any stage in the school office and is also available on the school website.

Proper documentation as determined by the Board of Management will have to be provided to prove residency status in the catchment area as per criteria 1.

(See application form)

\*\*Children of school staff: to be understood as children of staff who are employed in the school concurrent with the child's enrolment.

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:

Where there still remains excess applicants for a place or places, then random selection will take place.



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## 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 or having attended the school
- (g) the date and time on which an application for admission was received by the school,

## 8. Decisions on applications

All decisions on applications for admission to St Oliver Plunkett's NS will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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



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(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

The applicant will be issued an acceptance form by the school. The applicant shall indicate acceptance of an offer by fully completing and returning the acceptance form by the date set out in the School Admission Notice, or within two weeks of issuing by the school if it is a late application or if it is a second or a third round offer. This includes indicating

(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 Oliver Plunkett's NS 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—

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- (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;
- (iv) 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 Oliver Plunkett's NS 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 Oliver Plunkett's NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria and 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 13.



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## 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 conditional on the following:

- The Department's requirements for the transfer of a pupil from one primary school to another are fully complied with
- The requirements of the Education Welfare Act 2000 are fully complied with
- There is a vacancy in the school
- A completed application form for admission (available in the secretary's office or on the website [www.balrotheryns.com](http://www.balrotheryns.com) which must be accompanied by the following documentation:
- An original birth certificate/Adoption certificate (will be copied and returned)

Places will be offered using the following conditions:

- The criteria as outlined in this policy is met

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

The board of St Oliver Plunkett's NS 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.

1) A written request should be made to the Principal of the school. 2) A meeting will then be arranged with the parent(s) to explain that alternate work shall be provided for the student to complete during religious instruction lessons in the classroom.

## 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.





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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.

Signed :

Chairperson of the BOM: Sheila Macken      Date: 19/4/2021



