



# *St Beacons N.S*

*Obair, Sùgradh, Fairde*

Principal: Peter Fitzpatrick

Deputy Principal: Anthony O'Keeffe

MULLINAVAT,

CO. KILKENNY.

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## **Admission Policy of St Beacon's N.S.**

**School Address: Mullinavat, Co. Kilkenny.**

**Roll number: 19976E**

**School Patron/s: Bishop Niall Coll**

### **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 **September 15<sup>th</sup> 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. Beacons 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.

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

### SCHOOL ETHOS

In St. Beacon's we hope to promote the full and harmonious development of all aspects of the pupil, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

St Beacon's National School is a Catholic Primary School for boys and girls that seeks to enable each child to develop to their full potential, intellectually, morally and socially. Within the context and parameters of The Department of Education and Science regulations and programmes, the rights of the patron as set out in the Education Act (1998), the school's Code of Behaviour and the funding and resources available, the school supports the principles of:

- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.
- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment. This is in the context of the existing school community and the rights of the pupils already enrolled.

#### Aims

By introducing this Enrolment and Admissions Policy, we hope to achieve the following aims:

- To provide key information for Parents/ Guardians in relation to enrolment and admission.
- To outline the Board of Managements position in relation to enrolment and admission.
- To ensure that the Board of Management fulfils its obligations under the Education Act (1998)
- To promote and respect diversity of beliefs, traditions, languages and ways of life.
- To make reasonable accommodation and provision for children with Special Needs.

#### Content

The Chairperson of the Board of Management, **Niall Mulhern and the Principal Peter Fitzpatrick**, St Beacon's N.S. Co. Kilkenny will be happy to clarify any further matters arising from this policy.

St. Beacon's National School is a Catholic school under the patronage of the Bishop of Ossory.

The school follows the curricular programmes prescribed by the Department of Education and Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates with the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available

St Beacon's National School is a mixed Primary School, teaching classes from Junior Infants to Sixth Class inclusive. We provide learning support through our SEN teachers.

**School Name: St Beacon's National School**

**School Address: Mullinavat, Co Kilkenny**

**Telephone No.: 051-898442**

**Email Address: stbeaconsns@gmail.com**

**Denominational Character: Catholic**

**Name of Patron: Bishop Niall Coll**

**Total Number of Teachers in the School:**

**1 Administrative Principal**

**7 Mainstream Class Teachers**

**2 full time SEN Teachers**

**1 shared SEN Teacher**

**Additional Staff:**

**1 Special Needs Assistant – full-time**

**1 Secretary- 5 days – full-time**

**1 Caretaker part time (3 mornings)**

**3. Admission Statement**

St Beacon'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.

St. Beacons NS 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 Roman 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

St Beacon's caters for SEN students in a mainstream setting. We have mainstream, SEN teachers and a SNA who assist with the students educational and other identified needs. They work closely with relevant agencies to help children to achieve their educational needs.

**St. Beacon's National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the council.**

**St. Beacon's National School will comply with any direction served on the board or patron under section 37A and 67 (4) (b).**

The above section in red print updates our Admissions Policy to comply with the most recent legislation and advice from our Patron.

#### 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

St Beacon's N.S. is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman 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:

### SECTION 6: OVER-SUBSCRIPTION

1. Age(each child may be enrolled in St Beacon's N.S. if they have reached age of 4 by September 1<sup>st</sup> in the year of admission.
2. Residents of Mullinavat Parish
3. Sibling (of a student attending or having attended the school)

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:

Generally, the criteria listed above will determine who will receive a place or places. 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 following will apply:  
Date in which enrolment application was submitted.

If still tied

- To ensure fairness this process will be supervised by Chairperson of Board of Management and school Principal.

The application(s) will be decided on a lottery basis.

All applications will be placed in envelopes (unmarked) and sealed by the Principal

The envelopes will be placed in a large box by the Principal.

The chairperson of Board will take one envelope from the box and read the successful applicants name.

Parents/Guardians of the successful applicant will be informed following the next Board meeting.

All unsuccessful applicants will be informed following the next Board meeting.

## 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.

- (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;
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only if the child has been offered a place in writing in the school prior to 1<sup>st</sup> January 2020).

## 8. Decisions on applications

All decisions on applications for admission to St Beacon'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 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 Beacon'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. Beacons 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/Playschools**

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/playschools in order to facilitate the efficient admission of students.

### **SECTION 12: SHARING OF DATA WITH OTHER SCHOOLS**

#### **Junior Infants**

Enrolment information for all Junior Infant pupils will be uploaded on Primary Online Database (POD) within two weeks from the closing date for receipt of applications. Relevant details will be shared between parish schools by the third week after the closing date for applications.

## **SHARING OF DATA WITH OTHER SCHOOLS (GENERAL)**

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;
- (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 Beacon's 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 St. Beacons NS 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.

### **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

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:

- If a place becomes available in **Junior Infants after 1<sup>st</sup> September**, it will be allocated on a first-come, first-served basis; this means that a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class (each child may be enrolled in St Beacon's N.S. if they have reached age of 4 by September 1<sup>st</sup> in the year of admission)
- Applications for entry at the start of the school year to **classes other than Junior Infants** may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application.

Places are allocated based on our general enrolment criteria as listed

- Age (each child may be enrolled in St Beacon's N.S. if they have reached age of 4 by September 1<sup>st</sup> in the year of admission)
- Residents of Mullinavat Parish
- Sibling (of a student attending or having attended the school)

Thereafter, should an applicant wish to be enrolled, the following procedures will apply:

Subject to space

- Places shall be allocated on a first-come, first-served basis; this means that a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class
- Following consultation with previous school
- Following receipt of reports from previous school, agencies (HSE OT) etc.

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

**This rule applies to all schools.**

The board of St Beacon'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 parent(s) 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.

Children enrolled in St. Beacons NS Primary School are required to co-operate with and support the school's policies including policies on Code of Behaviour, Curriculum, Organisation and Management. The BOM places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

In the event of any dispute, decisions regarding enrolment are the responsibility of the BOM. In this, the BOM is bound by the Rules for National Schools (D.E.S). (Until the BOM is established, the responsibility is vested in the Interim Manager.)

Policy Draft was developed by Board of Management, Teachers, Parents Association and Parents from February – April 2020.

Draft submitted to Patron's office in April 2020.

Policy reviewed in June 2020 following guidance from Bishop Farrell Patron.

Policy sanctioned by St Beacon's N.S. Board of Management on Monday June 8<sup>th</sup>.

Reviewed on Wednesday 15<sup>th</sup> September 2021

Reviewed on Tuesday 4<sup>th</sup> October 2022 and Monday 5<sup>th</sup> December 2022

Latest Review Tuesday 19<sup>th</sup> September 2023

Latest Review Tuesday 9<sup>th</sup> October 2024

Signed: 

**Chairperson Board of Management**

**Date: October 9<sup>th</sup> 2024**

Signed: 

**Principal, St Beacon's N.S.**

**Date: October 9<sup>th</sup> 2024**