

ST. FRANCIS OF ASSISI PRIMARY SCHOOL, BELMAYNE

ADMISSION POLICY

# **Admission Policy of St Francis of Assisi Primary School, Belmayne.**

**School Address: Belmayne Ave, Balgriffin, Dublin 13, D13P5VY**

**Roll number: 20304i**

**School Patron: Archbishop Dermot Farrell**

## **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/guardians of children attending the school.

The policy was approved by the school patron on **26<sup>th</sup> January 2023** 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 the admission process of St. Francis of Assisi Primary School, Belmayne 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**

St. Francis of Assisi Primary School, Belmayne, is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin Dermot Farrell

"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 student, 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 students in the Catholic faith,

and which school provides religious education for the students 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. Francis of Assisi Primary School, Belmayne 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.

St. Francis of Assisi Primary School, Belmayne, is a co-educational vertical school, catering for boys and girls from Junior Infants to Sixth Class.

The Mission Statement of St. Francis of Assisi Primary School, Belmayne is: "Dedication to the provision of high quality educational experiences to all our students in an environment that is safe, friendly, respectful, caring and nurturing, enabling all children to reach their full potential – academically, socially, emotionally, physically, spiritually and morally".

We aim to:

- a) Help our students realise their potential and be confident in their own ability
- b) Help our students to make decisions and to develop a sense of discipline
- c) Encourage the uniqueness of each child and help each one of them to develop relationships with others around them
- d) Celebrate the diversity of our students' differing cultural backgrounds.

Our school motto is 'Be the best you can be'. Students are encouraged to give of their best in everything they do; as a school, we are committed to being the best we can be in order to encourage, inspire, and facilitate our students to be the best they can be.

Our school is a supportive environment where children, parents, teachers, special needs assistants, ancillary staff and board of management work in partnership, with links to and support from the local community, and where each individual is valued, encouraged and respected for their uniqueness.

### **3. Admission Statement**

St. Francis of Assisi Primary School, Belmayne 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. Francis of Assisi Primary School, Belmayne 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 of the Catholic faith 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 school promotes the integration of students with special educational needs as outlined by the Disability Act, 2005 and supports the principles of:

- Inclusiveness, particularly with reference to the admission of children with disability or other special educational needs
- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Students with special educational needs are educated within mainstream classes.

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

#### **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/guardian 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.

## 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:

Places will be offered to children in the following order of category until all school places are filled.

1. Siblings and stepsiblings of current students of the school and children resident in the parish of Donaghmede-Clongriffin-Balgriffin (the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking)
3. Children residing outside the parish of Donaghmede-Clongriffin-Balgriffin (the eldest child will have priority in this ranking)

In accordance with the Rules for National Schools, a child may not be admitted to the school before their 4<sup>th</sup> birthday.

In the event that there are two or more students tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## **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/guardians;
- (e) a requirement that a student, or his or her parents/guardians, 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 / her family attending or having attended the school (other than siblings and stepsiblings of current students).
- (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. Francis of Assisi Primary School, Belmayne 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.(Junior Infants))

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. Francis of Assisi Primary School, Belmayne, 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. Francis of Assisi Primary School, Belmayne 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/guardian of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Francis of Assisi Primary School, Belmayne 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. Francis of Assisi Primary School, Belmayne 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.

#### **15. Procedures for admission of students to other classes 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 other than the school's intake group (Junior Infants) are as follows:

All applications for admission for any class from classes Senior Infants to Sixth Class, inclusive, as outlined in the annual admissions notice, will be considered and decided upon in accordance with our school's admission policy, the Education Admissions to school Act 2018 and any regulations made under that Act.

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:

All applications for admission received after the commencement of the school year, as outlined in the annual admissions notice, will be considered and decided upon in accordance with our school's admission policy, the Education Admissions to school Act 2018 and any regulations made under that Act.

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

The Board of Management of St. Francis of Assisi Primary School, Belmayne or any persons acting on its behalf will not charge fees for or seek payment or voluntary contributions .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.

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

The following are the school's arrangements for students, where the parent(s)/guardian(s)



has(have) requested that the student attend St. Francis of Assisi Primary School, Belmayne 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)/guardian(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/guardian of the student may request the Board of Management 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 of Management 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/guardian of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under Section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of Decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under

Section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy has been updated by the Board of Management at a meeting on January 17<sup>th</sup> 2023 and minuted at that meeting.

Micheál Ó Braonáin  
Chairperson  
Board of Management

Johanne Dunne  
Principal







