



St. Kevin's Junior National School

Newbrook Avenue, Donaghmede, Dublin 13.

Admission Policy

School Patron: Archdiocese of Dublin

February, 2024



Admission Policy

Introduction:

This Admission Policy complies with the requirements of the **Education Act 1998**, the **Education (Admissions to Schools) Act 2018** and the **Equal Status Act 2000**. St. Kevin's 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. It is important to note that St. Kevin's Junior National School will also 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 37 (4B) of the Education Act**. In drafting this policy, the Board of Management of the School has consulted with school staff, the school patron and the parents of children attending the school.

The policy was approved by the school patron, the Archbishop of Dublin on **27th February, 2024**. It is published on the school's website and will be made available in hard copy, on request to any person who requests it.

The relevant dates and timelines for St. Kevin's Junior School Admissions 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.

The 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.

Characteristic Spirit & General Objectives of the School:

St Kevin's Junior National School is a Catholic co-educational junior 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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and aspects; AND
- a living relationship with God and with other people; AND
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; AND
- the information of the pupils in the Catholic faith.
-

Admission Policy

Characteristic Spirit & General Objectives of the School *cond...*

St. Kevin's Junior National 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 **Section 15 (2) (b) of the Education Act, 1998**, the Board of Management of St. Kevin's Junior National School shall uphold, and be accountable to the patron for 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.

Our Vision & Mission Statement:

St. Kevin's Junior National School is a co-educational, Catholic Junior Primary School which promotes a caring, learning environment where children's learning and wellbeing is paramount. While St. Kevin's Junior National School has a Catholic ethos, it also has due recognition for all faiths and those of none.

We acknowledge staff, parents and community members share in the educational development of our pupils which are child centred, stimulating and appropriate to the needs of the children in our school.

St. Kevin's Junior National School encourages all members of our school community to work in partnership, having the best interest of our pupils at heart and for the development of all our students.

Our mission is to provide a safe and supportive learning environment that compliments our vision and reflects the needs of our children while following the curriculum as advised by the Department of Education and Skills.

St. Kevin's Junior National School provides a warm welcome to each child in our school. Our school caters for the physical, academic, social, emotional and spiritual needs of our children within the school day in a child centred, supportive, safe, caring and inclusive environment.

Admission Statement:

St. Kevin's Junior National School will not discriminate in its admission of a student to the school of any of the following:

- The gender ground of the student or the applicant in respect of the student concerned;
- the civil status ground of the student or the applicant in respect of the student concerned;

Admission Policy

Admission Statement *contd...*

- the family status ground of the student or the applicant in respect of the student concerned;
- the sexual orientation ground of the student or the applicant in respect of the student concerned;
- the religion ground of the student or the applicant in respect of the student concerned;
- the disability ground of the student or the applicant in respect of the student concerned;
- the race ground of the student or the applicant in respect of the student concerned;
- the Traveller Community ground of the student or the applicant in respect of the student concerned, or
- the special educational needs ground of the student or the applicant in respect of the student concerned.

As per **section 61 (3) of the Education Act 1998**, “civil status ground”, “disability ground”, “discriminate”, “family status ground”, “gender ground”, “race”, “religion ground”, “sexual orientation ground” and “Traveller Community ground” shall be construed in accordance with **Section 3 of the Equal Status Act 2000**.

Categories of Special Educational Needs Catered for in the School/Special Class

St. Kevin’s Junior National School with the approval of the Minister for Education, has established two Junior Special Class (The Orchard & The Meadows), to provide an education exclusively for junior school going students (*Junior Infants to Second Class Level*) with Autism Specific Disorder (ASD).

The school management may refuse admission to our Junior Special Classes where a student does not have the category of needs specified or does not meet the age profile (*i.e. Junior Infants to Second Class Level*) for admission to our Special Junior Classes for children with Autism.

Admission Policy

Admission of Students:

St. Kevin's Junior National School shall admit each student seeking admission except where:

- The school is oversubscribed (*please see section entitled "Oversubscription" below for further details*)
- 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. Kevin's Junior National School is a Roman Catholic School and may refuse to admit a student who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The Special Class attached to St. Kevin's Junior National School provides an education exclusively for students on the Autism Spectrum and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class or meets the age profile of the Junior Special Classes for children with ASD.

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**:

Selection Criteria for Enrolment in our Mainstream Classes:

1. Siblings and step siblings of children already enrolled in St. Kevin's Junior National School or our feeder school Scoil Cholmcille Senior National School (*the eldest child will have priority in this ranking*).
2. Children resident in the parish of Holy Trinity, Donaghmede (*the eldest child will have priority in this ranking*). Proof of address (e.g. Utility Bill) is required.
3. Children of staff (*the eldest child will have priority in this ranking*).
4. Children residing outside the parish (*the eldest child will also have priority*).

Admission Policy

Selection Criteria for Enrolment in our Mainstream Classes *Contd...*

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (i.e. *the number of applicants exceeds the number of remaining places*), the following arrangements will apply:

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

Selection Criteria for Enrolment in our Junior Special Classes for Children with Autism Spectrum Disorder (ASD):

1. The child must have a diagnosis of Autism / ASD using the DSM V or ICD 10 and a recommendation that a placement in a Special Class for children with a diagnosis ASD which is attached to a mainstream school is appropriate.
2. A recent (*no more than 2 years old*) psychological report or multidisciplinary report should accompany the application. A multidisciplinary report may consist of:
 - Clinical Psychologist;
 - Occupational Therapist;
 - Speech & Language Therapist, AND a
 - Physiotherapist.
3. Children must be of school going age (Junior School) to qualify for consideration of admission to our Junior Special Classes for children with diagnosis of ASD as per NCSE and Department of Education and Skills Guidelines.

If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Children with a diagnosis with ASD in one of our mainstream classes who received a recommendation for an ASD specific class. (*the eldest child will have priority in this ranking*).
2. Siblings and step siblings of children already enrolled in St. Kevin's Junior National School or our feeder school Scoil Cholmcille Senior National School (*the eldest child will have priority in this ranking*).
3. Children resident in the Holy Trinity Parish of Donaghmede (*the eldest child will have priority in this ranking*). Proof of address (e.g. Utility Bill) is required.
4. Children of staff (*the eldest child will have priority in this ranking*).
5. Children residing outside the parish (*the eldest child will also have priority*).

Admission Policy

Please Note: When necessary, a Special Educational Committee comprising of our School Principal, a Special Education Teacher and a Member of our Board of Management will examine all reports and recommendations of each application received.

In the event that there are two or more students tied for a place in any of the selection criteria categories above (*the number of applicants exceeds the number of remaining places*), the following arrangements will apply:

- In the event of two or more students tied for a place, priority goes to children who have been referred by our SENO or in the event of no referral by our SENO, the **eldest** student will be given priority.
- If two applicants have the same date of birth, then a lottery will apply with an independent party present.

Other Considerations:

The maximum class size in our Junior Special Classes is six pupils per class. If the number of children on the list of applicants to enrol exceeds the number of places available, the criteria laid out above will apply.

Discharge:

It is our school practice to facilitate the discharge of pupils for our ASD classes, once they have reached the maximum age of the class. Discharge may also be recommended by the Board of Management after consultation with the parents, special class teacher and/or outside agencies where it is deemed our special class placement is not an appropriate setting for a pupil. Discharge may also occur if a pupil is fully integrated into a mainstream school setting.

What will not be considered or taken into account:

In accordance with **Section 62 (7) (e) of the Education Act 1998**, the school will not consider or take into account any of the following in deciding an application for admission or when placing a student on a waiting list for admission to the school:

- A student's prior attendance at a preschool or preschool service (including naionrai), other than in relation to a student's prior attendance at an Early Intervention Class
- The payment of fees or contributions (howsoever described) to the school;
- A student's academic ability, skills or aptitude;
Other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- The occupation, financial status, academic ability, skills or aptitude of a student's parents.

Admission Policy

- A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; other than siblings of a student attending or having attended St. Kevin's Junior National School.
- 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 as per the enrolment criteria.
- 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.

Decisions on Applications:

All decisions on applications for admission to St. Kevin's Junior National School 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 on the school's official Application Form (*i.e. copy of birth certs, proof of address etc*).

*Please see paragraph below on **Late Applications** in relation to applications received outside of the admissions period and paragraph below entitled **Procedures for Admission of Students to Other Years & During the School Year** 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.

Notifying Applicants of Decisions:

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the **Annual Admission 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 paragraph **Reviews/Appeals below.**

Admission Policy

Acceptance of an Offer of a Place by an Applicant:

In accepting an offer of admission from St. Kevin's Junior National School you must indicate the following in writing:

1. 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
2. Whether or not you have applied for and await confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other scholar schools concerned.

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. Kevin's Junior National School where:

1. It is established that information contained in the application is false or misleading.
2. Any formal confirmation of acceptance, of an offer of admission, on or before the date set out in the annual admission notice of the school - has not been received by the school.
3. 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
4. An application has failed to comply with the requirements of "acceptance of an offer" as set out in the paragraph ***Acceptance of an Offer of a Place by an Applicant*** above.

Sharing of Data with Other Schools:

Applicants should be aware that **Section 66 (6) of the Education (Admissions 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)** also allows a school to provide a patron or another Board of Management with a list of the students in relation to whom:

1. An application for admission to the school has been received;
2. An offer of admission to the school has been made; OR
3. An offer of admission to the school has been accepted.

This list may also include any or all of the following:

1. The date on which an application for admission was received by the school;
2. The date on which an offer of admission was made by the school;
3. The date on which an offer of admission was accepted by an applicant;

Admission Policy

4. 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***)

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. Kevin's Junior National School were unsuccessful due to the school being oversubscribed and will then be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Kevin's Junior National School is in the order of priority assigned to the student's applications after the school has applied the selection criteria in accordance with the 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.

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 Admission Policy, the **Education Admissions to School Act 2018** and any regulations made under that Act.

Late applications 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 the paragraph above "***Waiting List in the Event of Subscription***".

Procedures for Admission of Students of 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:

The Board of Management has the right to determine the maximum number of children in each class for applications for enrolment in Senior Infants to 2nd Class. The above criteria for enrolment will then be considered.

Admission Policy

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:

In the event of an application being received for immediate enrolment/pupil transfer, the Board will endeavour to facilitate such enrolment subject to the capacity constraints of the school at the time and the Department's general policy on enrolment, the Principal reserves the right to contact the school from which the pupil is transferring to request such information as he/she deems necessary.

Declaration in Relation to the Non-Charging of Fees:

The Board of St. Kevin's Junior National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- An application for admission of a student to the school, OR
- The admission or continued enrolment of a student in the school.

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 parent's have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.

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

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 (c) 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 29 (b) 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 29 (b) and with Section 29 © of the Education Act 1998**.

Admission Policy

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 the 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 to 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 - above*).

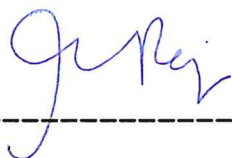
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under **Section 29 of the Education Act 1998**. (*See Review of Decisions by the Board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

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 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 29 (b) of the Education Act 1998** which are published on the website of the Department of Education and Skills.

This Admission Policy has been approved by our Board of Management at a meeting of the Board on 7th February, 2024.

Signed:



Ms Magdalena Rej
Chairperson of Board of Management
Date: 29th February, 2024



Orlagh Leonard
Principal
Date: 29th February, 2024

