

St. Cronan's Junior National School



Admission Policy

Policy Summary Details:

Policy Title	Admission Policy
Date Written	June 2023
Date Ratified by BOM	17 th June 2025
Date Ratified by Archbishop Dermot Farrell	23 rd June 2025
Roll Number	19456B
School Patron	Catholic Primary School

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 23/06/2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. The relevant dates and timelines for St. Cronan's Junior National School 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

St. Cronan's Junior National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of Archbishop Dermot Farrell, Archbishop of Dublin.. "Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;
- (b) A living relationship with God and with other people;
- (c) A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- (d) The formation of the Catholic faith within pupils through the provision of 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. Cronan's Junior National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

2.1 Vision and mission statement

We in St. Cronan's Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

2

We strive to realise vision by seeking to:

Craft a caring, supportive, nurturing and stimulating environment in which children's social, emotional, spiritual and intellectual development is catered for,

Develop children's interests, talents and hobbies by providing a wide range of learning experiences,

Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in dynamic educational settings,

- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,

Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school

Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,

- Create an environment where all have freedom and opportunity to reach their full potential.

As a staff, we seek to align our practice to the Department of Education's philosophical standpoint that "effective provision for pupils with special education needs is situated within an inclusive whole-school framework which emphasises effective teaching and learning for all..." Mindful, to act in the best interests of the children in our care, in line with the EPSEN Act (2004) we will act to safeguard the educational experiences of the children we serve, as well as the educational experiences of those who apply to our school by advising and supporting parents to access educational settings that best serve the needs of their child.

3. Admission Statement

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

- (a) The gender ground of the student or the applicant in respect of the student concerned,
- (b) The civil status ground of the student or the applicant in respect of the student concerned,
- (c) The family status ground of the student or the applicant in respect of the student concerned,
- (d) The sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) The religion ground of the student or the applicant in respect of the student concerned,
- (f) The disability ground of the student or the applicant in respect of the student concerned,
- (g) The ground of race of the student or the applicant in respect of the student concerned

3

- (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. Cronan'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.

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

Please be advised that:

- St. Cronan's Junior National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to

admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school;

- St. Cronan's Junior National is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

St. Cronan's Junior National School with the approval of the Minister for Education and Skills, has established 2 classes to provide an education exclusively for students with Autism from Junior Infants to Second Class only.

5. Admission of Students

This school shall admit each student seeking admission except where:

- a) The school is oversubscribed (please see section 6 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

4

Please be advised that:

- St. Cronan's Junior National School is a Catholic School and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school
- The special class attached to St. Cronan's Junior National School provides an education exclusively for students with Autism 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. See admissions criteria for entry into our special class in sections (Appendix 2)

6. Oversubscription

6.1 Oversubscription in the mainstream setting

In the event that our mainstream 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:

1. Siblings, stepsiblings and foster siblings of children already enrolled in St. Conan's Junior and Senior School in the October of the year before enrolment and children resident in the Parish of Brackenstown (the eldest child will have priority in this ranking. Proof of address dated no more than 6 months prior to date of application must be submitted with application and received before the closing date)
2. Children of staff (the eldest child will have priority in this ranking)
3. Eligible children from outside the Parish of Brackenstown but reside within Swords (the eldest child will have priority in this ranking)
4. Children from outside the Swords area (the eldest child will have priority in this ranking)

Criteria 1-4 are applied to applications for Junior Infants

If 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:

The elder/eldest of children shall be offered the place

Where children who have the same date of birth are tied for a place the following arrangement will apply:

The child will be selected by lot in the presence of an independent assessor

6.2 Oversubscription to our Autism special class

St. Cronan's Junior National School is a Junior School. We only accommodate junior infants - 2nd class in our Autism class. After 2nd class children must enrol in a new school. In the event that our Autism class 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 have Professional report(s) outlining:

Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi disciplinary report) AND

A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for

same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

are received within the timeline for receipt of applications - on the school's digital application system as set out in the school's annual admission notice.

AND

Proof of address dated no more than 6 months prior to date of application must be submitted with application and received before the closing date

1. Children who meet the eligibility criteria and are already enrolled in our mainstream setting (the eldest child will have priority ranking).
2. Eligible siblings, stepsiblings and foster siblings of children already enrolled in St. Cronan's JNS.
3. Eligible children resident in the Parish of Brackenstown (the eldest child will have priority in this ranking (the eldest child will have priority in this ranking. Proof of address dated no more than 6 months prior to date of application must be submitted with application and received before the closing date)
4. Children of staff who meet the eligibility criteria (the eldest child will have priority in this ranking)
5. Eligible children from outside the Parish of Brackenstown, but resides within Swords (the eldest child will have priority in this ranking)
6. Eligible children from outside the Swords area (the eldest child will have priority in this ranking)

Criteria 1-6 are applied to all applications for our Autism Class

If 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:

First the child who has attended St.Cronan's JNS for the longest period.

Second: The elder/eldest of children shall be offered the place

Note: Where children who have the same date of birth are tied for a place the following

arrangement will apply:

The child will be selected by lot in the presence of an independent assessor

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 our mainstream setting:

1. A student's prior attendance at a pre-school or pre-school service, including naíonraí,
2. The payment of fees or contributions (howsoever described) to the school;
3. A student's academic ability, skills or aptitude; other than in relation to admission to (a) a special school or (b) 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
4. The occupation, financial status, academic ability, skills or aptitude of a student's parents;
5. A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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, in the case of siblings of the student currently attending the junior and senior school.
7. The date and time on which an application for admission was received by the school,

6

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. Cronan'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 in the school's official application form received during the period specified in our annual admission notice for receiving applications

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 by email as to the **decision** of the school, within the timeline outlined in the annual admissions notice. Please note the email address supplied and entered by parent's will be used. The school will not be held responsible for incorrectly inputted email addresses.
- 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 by email 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. Cronan's Junior National School, you must indicate by email (within the specified time limit)

That you accept the place in the school.

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,

- Whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

7

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. Cronan's Junior National School where:

1. It is established that information contained in the application is false or misleading. 2. 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.

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 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:

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.

The list may 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;
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).

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. Cronan's Junior National School 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. Cronan's Junior National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.
- Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.
- Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in

relation to which the students have been placed on the list.

14. Late Applications

- All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

15.1 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:

Parents will be required to fill in the standard application form and to provide the appropriate documentation (proof of address etc),

Where a place is being sought for a child for a place in our special class, a copy of the child's report (dated no later than 2 years before the date of admission to the class) indicating that he/she has an Autism diagnosis and requires a special class must accompany the application,

The application will be processed in line with school's general admissions policy,

Once the place is offered (in the mainstream setting), parents will be asked if the child has any medical and/or special educational needs that need to be catered for. If the child has special/medical needs, the school will request reports and documentation pertaining to the child's needs at this point.

15.2.1 In assigning a place, the BOM will take the following factors into account:

- Whether the parents have agreed to co-operate with and support the School/Board of Managements' Code of Behaviour as well as all other policies on curriculum, organisation & management. The BOM places Parent/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way to the policies governing the school

15.3 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:

Parents will be required to fill in the standard application form and to provide the appropriate documentation (proof of address etc),

- Where a place is being sought for a child for a place in our special class, a copy of the child's report (dated no later than 2 years before the date of admission to the class) indicating that he/she has an Autism diagnosis and requires a special class must accompany the application,

- The application will be processed in line with school's general admissions policy;
 - Once the place is offered (in the mainstream setting), parents will be asked if the child has any medical and/or special educational needs that need to be catered for. If the child

9

has special/medical needs, the school will request reports and documentation pertaining to the child's needs at this point.

15.3.1 In assigning a place, the BOM will take the following factors into account:

Whether the parents have agreed to co-operate with and support the School/Board of Managements' Code of Behaviour as well as all other policies on curriculum, organisation & management. The BOM places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way to the policies governing the school

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

The board of St. Cronan'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-

- (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 parents 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.

18. Reviews/appeals

18.1 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. **This request must be made within 3 weeks from the date of refusal.**

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

10

of management prior to making an appeal under section 29 of the Education Act 1998. **This request must be made within 3 weeks from the date of refusal.**

18.2 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)

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: Edel Blake (Principal)

Signed: Mary-Liz Dunphy (Chairperson)

Date: 17/06/2025