



Drumbaragh National School: Admission Policy

Admission Policy of Drumbaragh National School

Drumbaragh, Kells, Co. Meath

Roll Number: 10801Q

School Patron(s): Bishop Thomas Deenihan

i. 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 parents of children attending the school.

The policy was approved by the school patron. It is published on the school's website and will be made available in hardcopy on request.

The relevant dates and timelines for Drumbaragh 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. Application forms for admission are available on the school's website or by request.

ii. Characteristic spirit and general objectives of the school

Welcome to Drumbaragh National School. Our school is a Catholic Primary School under the patronage of the Bishop of Meath – Bishop Thomas Deenihan. Drumbaragh school is a co-educational vertical primary school.

There are four mainstream class teachers, one special education teacher, and one special needs assistant, the principal is a Teaching Principal. The school follows the curricular programmes prescribed by the DES. These programmes may be amended from time to time in accordance with Sections nine and thirty of the Education Act (1998).

The parents and guardians of all pupils in Drumbaragh NS, by accepting places in the school, are deemed to accept the code of behaviour and ethos of the school on

behalf of their children as well as all other policies on curriculum, organisational and management. These policies may be amended and revised from time to time and are available on request.

The functioning of the school depends on the grants and teacher resources provided by the DES and the school operates within the regulations stipulated from time to time by the Department. In drawing up this enrolment policy due regard was given to the resources and funding available.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the admissions policy of the school.

The Board of Management supports the principals of:

- inclusiveness, particularly with reference to the enrolment of children with disability or other special educational need
- equality of access and participation in school
- parental choice in relation to the school, having regard to the characteristic spirit of the school.
- Respect for diversity of values, beliefs, traditions, languages, and way of life.

iii. Admission Statement

Drumbaragh National School will not discriminate in its admission of a student to the school on any of the following:

- a) The gender of the student or the applicant in respect of the student concerned
- b) The civil status ground of the student or applicant in respect of the student concerned
- c) The family status ground of the student or applicant in respect of the student concerned
- d) The sexual orientation ground of the student or applicant in respect of the student concerned
- e) The religion ground of the student or applicant in respect of the student concerned
- f) The disability ground of the student or applicant in respect of the student concerned
- g) The ground of race of the student or applicant in respect of the student concerned
- h) The Traveller Community ground of the student or 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 constructed in accordance with section 3 of the Equal Status Act 2000.

iv. Admission of Students

The school shall admit each student seeking admission except where –

- a) The school is over subscribed (please see section below for further details)
- b) A parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) Drumbaragh National School is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where refusal is essential to maintain the ethos of the school.

v. Oversubscription

Students will be enrolled provided there is space available at the relevant class level. In order to maintain the current pupil teacher ratio, set out in the Department of Education staffing schedule, and to ensure the appropriate education of the students currently enrolled, the Board of Management has determined that each classroom will be deemed full if there are 28 or more students currently enrolled and no further applicants will be admitted to that classroom.

If 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:

1. Brothers/Sisters of children already in the school, and children of Staff members.
2. All children within the parish boundary.
3. Brothers/Sisters/Offspring of past pupils.
4. All other eligible children who live outside the parish boundary.

If there are two or more students tied for a place or places in any of the selection criteria categories above, the following arrangements will apply:

Where the number of applicants in any of the above categories exceeds the remaining school places, the applicants who fall into that category will be prioritised and enrolled in order of age beginning with the eldest until all remaining places are filled.

vi. 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 child on a waiting list for admission to the school:

- a. A child's prior attendance at a pre-school or preschool service

- b. The payment of fees or contributions to the school
- c. The occupation, financial status, academic ability, skills, or aptitude of a child's parents
- d. A requirement that a child or parents attend an interview, open day, or other meetings as a condition of admission
- e. The date and time on which an application for admission was received by the school, subject to application being received during the period specified within the annual admission notice of year concerned.

vii. Decisions on Applications

All decisions on application for admission to Drumbaragh 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 within the annual admission notice of year concerned.

Selection criteria that are not included in our school admission policy will not be used to decide on an application for a place in our school.

viii. 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 child 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 child's ranking against the selection criteria and details of the child'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 schools decision.

ix. Acceptance of an Offer of a place by an Applicant

In accepting an offer of admission from Drumbaragh N.S. you must indicate:

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

In accepting a place in Drumbaragh N.S you are agreeing to the curricular, organisational, and management policies of the school. These policies may be amended periodically.

x. Circumstances in which offers may not be made or rescinded

An offer of admission may not be made or rescinded 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.
- (iii) the parent of the child, 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/her and that all reasonable efforts will be made towards compliance with the code.
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

xi. Sharing of Data (Other Schools)

Applicants should be aware the section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools 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 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 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 students personal details including his/her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

xii. 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 the school were unsuccessful due to the school being oversubscribed will be compiled, remaining valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the child's application after the school has applied the selection criteria in accordance with this policy.

Offers of subsequent available places will be made to students on the waiting list in accordance with the order of priority to which they have been placed on the list.

xiii. Late Applications

Applications received after the closing date for admission as set out in the annual admission notice will be considered and decided upon in accordance with this Admissions Policy, the Education Admissions to School's Act 2018 and any regulations under that Act.

xiv. Procedures for Admission to Other Years and During School Year

Procedures for the admission of students to classes or years other than the school's intake group are as follows:

Pupils may enrol in any class, subject to school policy, and available space and the relevant classes with the approval of the Department of Education & Skills.

All reports and relevant documentation from the previous school must be forwarded in advance of admission.

Procedures for the admission of students to the school after commencement of the school year are as follows:

Pupils may transfer to the school at any time, subject to school policy and available space in the relevant class with the approval of the Department of Education & Skills.

All reports and relevant documentation from previous school must be forwarded in advance of admission.

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

The board of Drumbaragh 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-

- I. an application for admission of a student to the school, or
- II. the admission or continued enrolment of a student in the school

xvi. Reviews/Appeals

The parent of 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 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 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.

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.

xvii. Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student may appeal the decision of the 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 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 board of management).

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

The timeline within such an appeal must be made and the other requirements applicable to such appeal 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

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