

Moneytown National School

Admissions Policy

2022



Admission Policy of Moneystown National School

Moneystown, Roundwood, Co. Wicklow

Roll number: 13246G

School Patron/s: 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 Moneystown National 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 following submission in April 2020. It is on the school's website and will be made available in hardcopy, on request, to any person who requests it (contact priomhoide@moneystownns.ie)

The relevant dates and timelines for Moneystown National School's 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

Moneystown National School is a Catholic, co-educational, primary school with a Catholic ethos under the patronage of the Bishop 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 pupil, 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 pupils in the Catholic faith,

and which 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 S.15 (2) (b) of the Education Act, 1998 the Board of Management of Moneystown 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.

Moneystown National School’s Mission Statement is outlined below.

Mission Statement & Ethos
<p><i>FESTINA LENTE</i></p> <p>Our Mission is to nurture every child’s social, emotional and academic potential in a culture of respect and inclusion.</p>  <p>Kind Hands, Kind Words, Kind Feet</p>

3. Admission Statement

Moneystown 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,
- (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.

Note:

Religious Denomination

Moneystown National School is a Catholic 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

The Special Education Class:

Moneystown National School is a school which has established an ASD 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 school/special class

Moneystown National School is a mainstream school with a SEN class attached

Moneystown National School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum

Disorder. Pupils must meet the DES requirements of enrolment to be offered admission to this class (see NCSE for details).

5. Admission of Students

Moneystown National 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

Moneystown National School is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Moneystown National School provides an education exclusively for students with ASD 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.

6. Oversubscription

In the event that Moneystown National 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:

Criteria for Mainstream Oversubscription

The following criteria will be used for mainstream oversubscription:

- a) Equal parity for siblings and stepsiblings of children already enrolled in the school and children resident in the parish (the eldest child will have priority in this ranking)
- b) Children residing outside the parish (the eldest child will also have priority).
- c) Children of staff (the eldest child will have priority in this ranking).

All criteria will be on the basis that the eldest child has priority. 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**

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.

Applicants who were not four before 1st May the year of their entry into Junior Infants, but who fulfil the other above-mentioned criteria will be offered a place for the following year (up until 31st January 2025 only) if available or, will be put on a waiting list.

The Board of Management will only apply the selection criteria outlined in the admission policy when deciding on individual applications. As stated in the Admission Statement, and in line with the characteristic spirit and ethos of the school, the Board of Moneystown NS will enrol local children (irrespective of gender, race, civil status, family status, sexual orientation, religion, disability, member of the Traveller community, or special educational needs) to match the number of places available within the school. The number of spaces available will be decided by the Board of Management annually in **September** and will be determined by –

- current enrolment numbers and educational needs on a whole school, as well as individual class level
- floor space per pupil meeting DES guidelines (Rule 31, Rules for National School 1965) and consideration of health & safety concerns
- staffing levels and supports / resources available for forthcoming school year

The Board of Management reserves the right to review and amend the number of vacancies available as required. The vacancies will be decided annually in **September** and made available to all new applicants on request.

The Board of Management reserve the right to withdraw an offer of admission under the following circumstances:

- Failure by parents / guardians to accept an offer of admission in writing within 10 working days of notification by the Board of Management
- Failure by parents / guardians to sign and return acceptance of the Code of Behaviour.
- If an applicant has accepted a place in another school.

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, other than in relation to a student's prior attendance at—
 - (i) an early intervention class, or
 - (ii) an early start pre-school, specified in a list published by the Minister from time to time;

- (b) the payment of fees or contributions (howsoever described) to the school;
(other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) 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 and/or
- (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; other than siblings of a student attending or having attended the school as per Enrolment Criteria.
- (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 Moneystown National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 (i.e. 31st October – 30th January of year wishing to enrol).

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. A provisional offer will be made subject to the requested documentation being received by the school.

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).

Parents/Guardians wishing to accept the provisional offer of their place must enclose the following in their reply:

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Moneystown National School 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 Moneystown National School 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'.

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—

- (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 Moneystown 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 Moneystown 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 (*see Board of Management decision on intake numbers for each class level decided in September of each school year*). 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

The Board of Management of Moneystown NS respects the rights of the existing school community and the children enrolled already in the school. Consequently, the principal acting on behalf of the Board of Management reserves the right to determine the number of children in each class and in the school as a whole. Therefore, decisions to admit children into other classes during the school year will be made considering the following:

- Health and Safety concerns regarding staff and children
- Available classroom space
- Multi – grade classes
- References from the teacher and principal of the student's current school

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

The Board of Moneystown 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 parent/guardian 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 and noted with the initial application form for enrolment.

- A meeting will then be arranged with the parents/guardians, 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 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 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.

Supplementary Information

The Board of Management will seek relevant, supplementary information following acceptance of place for new entrants. This information may include the following

- Medical needs
- Educational needs
- Preschool / previous school details (including dates, class levels, additional supports etc.)
- Any concerns or relevant information regarding child's development and learning
- Siblings
- Emergency contact details

Publication of Policy

This policy will be published on the school website and a hard copy available on request from the school office.

Review & Consultation Process

This policy will be reviewed annually by the Board of Management taking the current needs of the school community, staffing levels and resources into consideration. The Board of Management reserves the right to review and amend the number of vacancies available on a whole school level as required.

John Byrne

Chairperson of the Board of Management

Anne – Marie Morris

Principal

Appendix 1 – The Enrolment Policy

Appendix 2 – Application Form

Appendix 3 – Offer of Admissions Form

Appendix 4 – Catchment Area Map