

# **Admission Policy of St. Saviour's N.S.**

**Station Rd, Rathdrum, Co. Wicklow**

**12529N**

**School Patron/s: Church of Ireland Archbishop of Dublin and Bishop of Glendalough**

## **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 in August 2020. 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. Saviour's N.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**

St. Saviour's N.S. is a co-education primary school under Church of Ireland management. The Archbishop of Dublin and Bishop of Glendalough is the school's Patron. The school endeavours to promote the moral, spiritual, emotional, intellectual, physical and social development of all the pupils in its care. The school reflects the ethos of the Church of and values of honesty, charity, kindness, patience and personal responsibility are encouraged. Equally it encourages and practises respect for the traditions and teachings of other churches and spiritual communities. The teaching of Religious Education in this school does not involve religious formation or specifically confessional teaching as this is a matter for each family and their Church. The constitutional right of parents to withdraw their child from Religious Education is acknowledged. However the attention of parents is drawn to the fact

that due to accommodation constraints and the limited availability of staff a child who is withdrawn from RE may have to remain in the classroom for the duration of the lesson. Children of other faiths and none are welcomed and affirmed.

St. Saviour's N.S. is a community where all pupils are equally valued and respected – irrespective of gender, social or ethnic background, family circumstances, educational achievement, physical characteristics or intellectual capacity.

St. Saviour's N.S. is a community where the traditions and teaching of the Church of Ireland inform the position taken in regard to moral issues which arise in the teaching of secular subjects.

The work of the school is conducted in an atmosphere of inclusion, tolerance and respect for religious differences. The admission policy of the school allows those of other faiths or none to enrol as pupils. St. Saviour's N.S. values and recognises the contribution that pupils of different faiths bring to the life of the school.

St. Saviour's N.S. is a part of the local church community and has strong links with the Parish. Pupils take part in services in the local church. Special events take place in the school to mark religious festivals and celebrations eg. Christmas, Harvest etc. The Rector visits the school and takes part in Assembly on a regular basis.

Time spent teaching Religious Education is per Department of Education guidelines. All pupils generally take part in Religious Education lessons. The 'Follow Me' programme (developed by the Church of Ireland, Methodist and Presbyterian Boards of Education) is in used throughout all the classes. Please see the Religious Education Policy for further details.

### **Special Class: The Hub**

The Hub is the name given to our dedicated resource class for children with autism.

The class objectives are as follows:

- Provide a safe and caring environment which is supportive and inclusive of a child with Autism.
- Create a stimulating learning environment in which all children will enjoy a wide range of experiences to develop their full potential through a structured programme based on educational targets and strategies for intervention. With a team of dedicated teachers & SNA's, the class will provide an educational plan catering for each child's needs.
- Working in partnership with families and available external agencies to develop good links with parents and other support agencies.
- Developing our knowledge and understanding of Autism through continuous CPD to help meet the needs of children.

### **3. Admission Statement**

St. Saviour's N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,

- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

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

St. Saviour's N.S. 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 Church of Ireland and it is proved that the refusal is essential to maintain the ethos of the school.

St. Saviour's N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

St. Saviour's N.S. 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 school/special class**

St. Saviour's N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

#### **5. Admission of Students**

St. Saviour's NS 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 Church of Ireland and it is proved that the refusal is essential to maintain the ethos of the school.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent 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. Saviour's N.S. is a Church of Ireland school and may refuse to admit as a student a person who is not of Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St. Saviour's NS provided 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 education needs provided for in this class.

### **Special Class: The Hub**

- An applicant will not be enrolled in the class unless s/he is four years of age on or before the 1st September of the academic year for which the application is made
- No student can be older than thirteen years of age during his/her last year in the class
- A fully completed, signed and dated application form for enrolment has been submitted to the school by the Parents
- The applicant must have a primary diagnosis of a qualifying autism spectrum disorder and the applicant must submit a professional report which
  - o confirms a diagnosis of a qualifying Autism Spectrum Disorder (DSM IV/V or ICD 10) **and**
  - o contains a recommendation to attend an ASD class **attached to a mainstream school**. Such a recommendation cannot be dated more than two years prior to the proposed admission date **and**
  - o confirms that the diagnosis of a qualifying Autism Spectrum Disorder was made using a professionally recognised clinical and psychological assessment procedure.
- If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. The parents will be notified that the application will not be considered until a complete application is submitted
- When a complete application is submitted, the date and time of receipt are noted on the application form and an acknowledgement is sent indicating that the application has been placed on the waiting list.
- The parents and the applicant are invited to a meeting with the class coordinator and are encouraged to bring reports from the applicant's present educational setting to this meeting
- The application will be assessed by the ASD Admissions Advisory board, who will advise the BoM on the application
- The BoM will decide on the acceptance or otherwise of the application
- If offered a place, the parents must confirm in writing within 7 calendar days that the place is being accepted. If this confirmation is not received within that time, the school will take it that the place is not being accepted and the place will be reallocated

### **Placement and Continuing Placement of a Pupil in the Hub Class**

- The individual needs of each pupil are constantly reviewed to ensure that the Unit is the appropriate setting to meet the pupil's needs. A review of each pupil's progress and his/her school support plus plan will be carried out in consultation with Parents and other professionals where necessary

- The school reserves the right to review the pupil's progress at the end of each academic year to determine whether the class continues to be an appropriate placement for him/her.

### **ASD Class Admissions Advisory Board**

- The Advisory Board consists of the school Principal, a member of the BoM and a teacher from the class. The Advisory Board will advise the BoM on the applications for places in the class.
- The decision as to the placement of an applicant in the class lies with the BoM
- Places are allocated in the class on condition that the appropriate resources are provided and continue to be provided, by the National Council for Special Education ('NCSE') and the DES.

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

In accordance with section 7A of the Equal Status Act 2000, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (f) , as follows:

*(The Catchment Area is the Parish of Rathdrum & Deralossary with Glenealy & (due to amalgamation) the parish of Ballintone and Aughrim as far as Clooneen (on the Straight Mile) & including Glenmalure. (If you require information relating to the parish boundaries please contact the St. Saviour's NS office) The 'Parish' is used to refer to this catchment area.)*

- (a) **Priority Category 1:** An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school<sup>1</sup> and who lives within the boundary of the Parish
- (b) **Priority Category 2:** An Applicant Student who has a sibling currently enrolled in the school.
- (c) **Priority Category 3:** An Applicant Student who has a parent who is a current member of staff in the school.
- (d) **Priority Category 4:** An Applicant Student who lives within 15 km radius of the School and who complies with the terms of this Policy
- (e) **Priority Category 5:** All other Applicant Students who comply with the terms of this Policy

In respect of Priority category 1 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos

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<sup>1</sup> As defined in Section 7(A)(2) of the Equal Status Act

as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

- (i) a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

**and**

- (ii) evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:
- a letter from the relevant religious leader confirming, that the Applicant Student is a member of the minority religion **or**
  - the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the minority religion **or**
  - a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.

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 number of applicants exceeds the number of remaining places), the following arrangements will apply:

-Where the number of Applicant Students in a priority category exceeds the available number of places, the remaining places will be allocated using a lottery system. Names will be drawn by the Principal in the presence of the Board of Management and a person of good character who does not have a direct connection with the school.

-Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student's place on the waiting list as it applies in the particular priority category.

### **Special Class: The Hub**

The Hub has a maximum capacity of six pupils in one class. In setting up the class, the BoM is committed to developing an educational setting which is focused on the needs of the pupils and enables learning to take place in a safe environment while facilitating integration into mainstream classes.

- If the special class is oversubscribed, priority will be given in the first instance to children already enrolled in the school and then to siblings of children already enrolled in the school who reach the criteria below. After that places will be allocated on a first come first served based to those who meet the criteria below.
- If the applicant fulfils all of the enrolment criteria but is not offered a place due to lack of an available place, the parents may opt to place the pupil's name on a waiting list in order of the date and time of the school receiving a fully completed eligible application.

- The waiting list will be maintained for the duration of the academic year only, for which the application was initially made. The applicant will not be informed of their place on the list. Once the academic year concludes, the parents will be contacted on the list to verify if they wish to remain on the list for the new academic year.

## 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 student's prior attendance at a pre-school or pre-school service, including naíonraí
- 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 The Hub 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;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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 as outline in Section 6)
- 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 [school name] will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from St. Saviour's N.S. you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St. Saviour's N.S. 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' 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—

- (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 St. Saviour's N.S. 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. Saviour's N.S. 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.

Applicant students 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. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

### **15. Procedures for admission of students to 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:

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. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of

applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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

The board of St. Saviour's N.S. 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 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)/guardians or the student, as the case may be, 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.