

**Admission Policy of St. Lorcan’s Boys’ National School**

**Palmerstown,**

**Dublin 20**

**Roll Number: 18323A**

**Patron: Archbishop of Dublin**

## **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 **­­ 31st January 2023.** The policy 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. Lorcan’s B.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.

## **Characteristic spirit and general objectives of the school**

St. Lorcan’s B.N.S. is a Catholic, all boys primary school with a Catholic ethos, under the patronage of the Archbishop of Dublin.

Catholic Ethos, in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

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

and a school which provides religious education for the pupils in accordance with the doctrines practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with Section 15 (2) (b) of the Education Act 1998, the Board of Management of St. Lorcan’s B.N.S. 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 a vital characteristic of the objectives and conduct of the school.

In line with the school’s Mission Statement, St. Lorcan’s B.N.S. strives to provide a well ordered, caring, happy and secure environment where children can enjoy their schooling. St. Lorcan’s aims to provide an equal educational experience for all its pupils, regardless of race, religious affiliation, social status, intellectual ability, special educational needs, disability or family circumstances.

## **Admission Statement**

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

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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. Lorcan’s B.N.S is an all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school.

St. Lorcan’s B.N.S will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Lorcan’s BNS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

St. Lorcan’s B.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 of the Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school.

## **Categories of Special Educational Needs catered for in the school**

St. Lorcan’s B.N.S.is a mainstream, vertical, all boys school which does not discriminate on grounds of race, gender, or intellectual capacity, including pupils with Special Educational Needs.

The educational wellbeing of all SEN pupils is catered for in a mainstream setting in St. Lorcan’s B.N.S.

The school at present supports several children with special education needs. In each instance where a child with special education needs is presented to the school for admission, parents will be invited to meet the Principal Teacher. It will be explained to parents at this meeting what our school can offer by way of Resource Teaching, Learning Support, and psychological services to cater for the needs of the child. Every effort will be made to have these resources and services in place prior to the child's enrolment. The school acknowledges that enrolment may not be postponed until these resources are put in place within the school for the benefit of the pupil(s) in question.

However, where this is not possible to have appropriate resource in place, and where it is deemed the learning interventions suited to the child with special education needs require a specialist intervention beyond the capacity of the school and training of the staff, parents will be advised of the school’s limitations.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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.

Additional information:

St. Lorcan’s B.N.S. provides education exclusively for boys and may refuse to admit as a student, a person who is not of the gender provided for by this school.

St. Lorcan’s B.N.S. 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.

St. Lorcan’s B.N.S prioritises the offering of school places to pupils form the Palmerstown parish.

Note: A map of the Palmerstown parish is attached at the end of this document.

## **Oversubscription**

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 of children in the school and brothers of sisters in St. Brigid’s Girls National School.  Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Palmerstown (the eldest child will also have priority in this ranking).
2. Children of staff of the school.
3. All children who live within the parish boundaries have been allocated places.

Priority will also be given in the following instances:

* Siblings/step siblings of children already enrolled in the school and siblings/step siblings of children in St. Brigid’s GNS, Palmerstown.
* Children resident in the parish of Palmerstown (the eldest child will also have priority in this ranking)
* Children of staff (the eldest child will also have priority in this ranking)
* Children residing outside of the parish of Palmerstown (the eldest child will also have priority).

## **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:

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;
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 the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school).
7. 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## **Decisions on applications**

All decisions on applications for admission to St. Lorcan’s B.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 in our annual admission notice for receiving applications

(Please see [section 14](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  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.

## **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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from St. Lorcan’s B.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.

## **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. Lorcan’s B.N.S, 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](#_Acceptance_of_an) above.

## **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 to facilitate the efficient admission of students.

**NOTE:** All personal information given to the school as part of the application process will be held in the strictest confidence and in accordance with the school’s Data Protection Policy.

Furthermore, all information gathered will be added to the Primary Online Database (POD), as required by the Department of Education and skills for all children attending primary school in Ireland.

## **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. Lorcan’s B.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. Lorcan’s B.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.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## **Procedures for admission of students to other years and during the school year**

* Pupils are permitted to enrol in other years (Senior Infants to Sixth) in the school at any time of the school year, subject to places being available.
* Parents/Guardians wishing to enrol their child in Junior Infants can do so from **1st** **November** each year.
* Junior Infants should be **4 years of age on/before 31st May** of the year they begin school.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after commencement of the school year in which admission is sought, are as follows:

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

The Board of Management of St. Lorcan’s B.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-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

##  **Arrangements regarding students not attending religious instruction**

The following are the school’s arrangements for students, where the parent~~s~~ or in the case of a student who has reached the age of 18 years, the student, who 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. A meeting will then be arranged with the parent(s) of the student, as the case may be, to discuss how the request may be accommodated by the school.

## **Reviews/appeals**

**Review of decisions by the Board of Management**

The parent(s) of a 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(s) of the student may appeal a decision of St, Lorcan’s B.N.S. 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.

**Signed:**

**Sinéad Greally**

**Sinéad Greally (Acting Principal)**

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**Marie Leonard (Chairperson)**

**Date Reviewed: 31st January 2023**

**END**