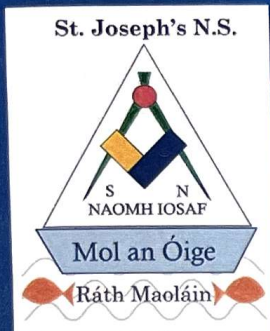


ADMISSIONS POLICY



**St. Joseph's National School
Rathmullan, Co. Donegal
Roll No: 15729N**

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.

The policy was approved by the school patron on **11-9-2020**. 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. Joseph'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.

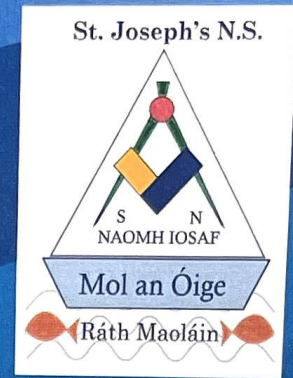
The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Joseph's N.S is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Raphoe.

"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:

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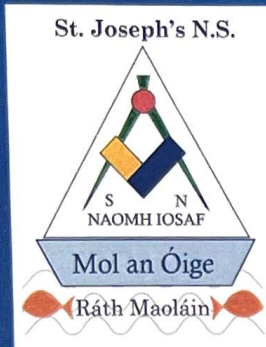
- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death 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 St. Joseph's 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 characteristic of the objectives and conduct of the school.

Mission Statement/ Ethos of St. Joseph's N.S.

St. Joseph's N.S. is a Co-Educational Catholic School under the patronage of the Bishop of Raphoe. St. Joseph's N.S. aims to provide a caring, happy, safe and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

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Spiritual development of the children consists of teaching them the Catholic faith and inspiring in them a love and respect for one another.

Moral development runs parallel to the spiritual development of the child.

While the Catholic Religion shall pervade the moral formation of children in the school, children professing adherence to other religions and non-religious are also welcomed into the school community and their beliefs and sensibilities are respected by all.

The school community will operate in an open and inclusive manner.

The schools aspires to develop in the children a respect for diversity and the importance of tolerance and understanding towards the beliefs of others.

3. Admission Statement

St. Joseph'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

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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', 'not being a Catholic' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed
- 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. Joseph's N.S is a Catholic primary school and may refuse to admit as a student a person who is not of this faith where it is proved that the refusal is essential to maintain the ethos of the school.

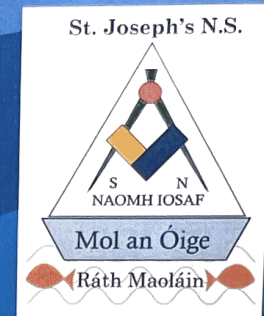
5. Oversubscription

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 the event that applications for enrolment exceed/are expected to exceed the number of places available the BOM is guided by the following decision-making criteria which will be used to priorities children for enrolment:

1. Siblings of children already enrolled including stepsiblings and fostered children resident at the same address. Priority to the eldest.
2. Children living within the parish. Priority to the eldest.
3. Children of current school staff (teaching and ancillary). Priority to eldest.
4. Children living outside the parish. First come first served and priority to eldest.

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5. Other children living within and outside the parish. First come first served and priority to the eldest.
6. In the event of being unable to enroll a child/children from above categories in a given class at the beginning of the year, or mid-year, such children will receive priority (in above order) for the subsequent school year.
7. Note: Where there are two applications for one place and the two children have the same date of birth. A draw will be carried out at a Board of Management Meeting.

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 to the school

(c) a student's academic ability, skills or aptitude

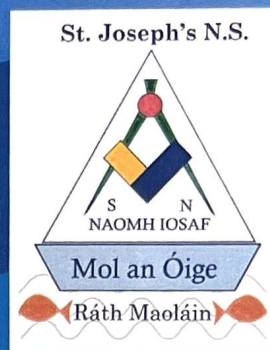
(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents

(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, 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 (the date and time on which an application for admission was received by the school.

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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.

6. Decisions on applications

All decisions on applications for admission to St. Joseph's 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

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.

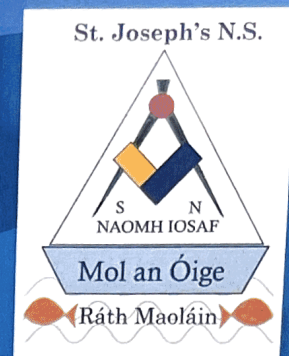
7. Notifying applicants of decisions

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

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

In accepting an offer of admission from St. Joseph'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.

10. 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. Joseph's N.S. where—

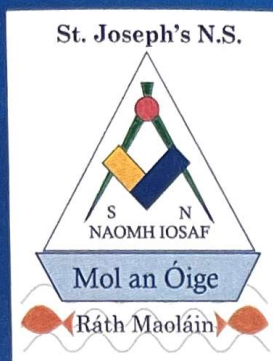
- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal 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.

11. 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

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- (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.

12. 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. Joseph'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. Joseph'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.

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.

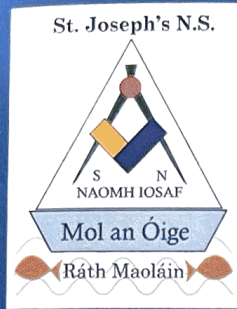
Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

13. 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

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

Pupils may transfer to the school at any time subject to school policy, available space and in some cases the approval of DES. The school from which the child is transferring will be asked to communicate the child's attendance record from enrolment and any other appropriate matters relating to the child's educational progress.

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

The board of St. Joseph'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.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

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18. Reviews/appeals

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.

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, 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 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

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management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management) section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

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 29 (b) of the Education act 1998, which is published on the website of the Dept. of Education.

Ratification and Communication: The Policy Statement was subsequently reviewed and ratified by the Board of Management at its Meeting on 25th May 2023

Timetable for review: It is the intention of the BOM to review this Mandatory Policy Statement every year. In this regard feedback from all members of the school community is encouraged.

Signed: Eilís Mc Glynn Date: 25th May 2023

Eilís Mc Glynn, BOM Chairperson.

Signed: Aime Curran Date: 25th May 2023

Principal and recording secretary of the BOM

ST. JOSEPH'S N.S, Rathmullan
ANNUAL ADMISSION NOTICE

in respect of admissions to the 2022/2023 school year

- This Notice must be published at least 1 week before a school can accept applications for admission**
- This Notice must be published on the school's website and must remain there for the duration of the school year**
- This Notice must also be made available on written request**

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2022/2023 school year is available as follows: –

On request: By emailing stjosephsrathmullan123@gmail.com

PART 1 - Admissions to the 2022/2023 school year

Application and Decision Dates for admission to St. Joseph's N.S. for school year 2021/2022

The following are the dates applicable for admission to Junior Infants

The school will commence accepting applications for admission on:	Monday 3rd October 2022
The school shall cease accepting applications for admission on:	Monday 24th October 2022
The date by which applicants will be notified of the decision on their application is:	Friday 11th November 2022
The period within which applicants must confirm acceptance of an offer of admission is:	Friday 2nd December 2022

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in 2022/2023

Number of places being made available in 2022/2023

The number of places being made available in junior infants is:	30
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PART 2 - Admissions to the 2022/2023 school year

Information regarding the admission process for the Intake Group for Junior Infants for the 2022/2023 school year

In respect of the 2022/2023 school year, the total number of applications for admission received by the school was

Breakdown of places allocated for the 2023/2024 school year:	
Number of places available:	30
Number of applications received:	21
Number of Offers made and accepted under each criteria:	Criterion: Applicants with siblings attending the school: 6 Offers made: 6 Offers accepted: 6 Applicants living in the catchment area: 15 Offers made: 15 Offers accepted: 15
Total number of offers made	21
Number of names placed on waiting list for the school year concerned.	0

Signed: Eilís Mc Glynn, Chairperson, BOM St. Joseph's N.S, Rathmullan