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St. Laurence's BNS,
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Admissions Policy

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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 on [date]. 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. Laurence's Boys National School 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.

Registration of interest forms are available from school website or school office.

2. Characteristic, spirit and general objectives of the school

St. Laurence's BNS is a Catholic all boys primary school with a Catholic ethos under the patronage of the Bishop 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:

- (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

The 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. Laurence's Boys 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.

2.1 Mission Statement and general objectives of the school.

Our primary purpose is to enhance our pupils' quality of learning through the effective and efficient delivery of the curriculum.

- We will endeavor to provide multi-dimensional, educational and social experiences appropriate to the age, ability and needs of our pupils.
- We will have consistently high expectations and will match these with high-quality resources and strategies
- We are committed to honesty and responsibility in all relationships, professional and personal.
- We will adopt a philosophy of continuous review and improvement of every aspect of the school's work and life.
- We will support the right of every member of the school community to be safe, secure and happy in all their dealings with the school.

The Board of Management, Principal and Staff of St. Laurence's BNS in partnership have the following vision for our school-

- We would like a school and school environment that makes all members of the school community feel valued, respected, successful, happy and secure.
- We would like this school to have levels of expectation and education that are of value, with the stated intention of raising them constantly.
- It is our stated objective to give all members of the school community the support and resources necessary to achieve these aims.
- It is our stated objective that all members of staff – teaching, administrative and maintenance – will be a source of support to one another, professionally and personally, in our efforts to achieve these aims.

While the religious education we provide is in accordance with the Christian traditions and practices of the Catholic Church, we respect and acknowledge the diverse beliefs, religion and ways of life of peoples of all faith background and none. Pupils of different faith backgrounds attend our school, and their beliefs are respected. The Catholic ethos of the school is inclusive and all pupils are equally welcome.

3. Admission Statement.

St. Laurence's Boys 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.

St. Laurence's Boys National School is an all-boys school and does not discriminate where it refuses to admit a boy/girl applying for admission to this school.

St. Laurence's BNS 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 Catholic ethos and it is proved that the refusal is essential to maintain the ethos of the school.

3.1 Equality of Access.

Equality of access is the key principle underpinning the enrolment policy of our school.

The board of Management seeks to achieve fairness and transparency by having this policy in place. As the number of places available is limited the Board feels that certain criteria need to be in place to achieve the objectives of fairness and transparency in the enrolment process and to serve the needs of the local and wider community to the best of our ability.

The school is guided by the principles of natural justice and acting in the best interests of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine, on an annual basis, the maximum number of children in *each* separate class.

4. Admission of Students.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 11](#) below for further details)

- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- c) St. Laurence's BNS provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by the school.

4.1 Procedures for Admission to Junior Infants.

The Board of Management accepts expressions of interest for enrolment to future Junior Infant Classes no earlier than the 1st October of the year before proposed year of entry.

Parents and Guardians seeking to enrol their son in St. Laurence's Boys National School must fill in a Registration of Interest Form (downloadable from the school's website). This form will be available from 1st October in the year proceeding the proposed year of entry.

This "Registration of Interest" is not an enrolment form, it is an expression of parental interest. It should be returned by email during the period of time indicated on the school's Annual Admission Notice.

The Junior Infants Enrolment Procedures are as follows:

1. The School's Annual Admission Notice will be published on the school website at least one week prior to 1st October.
2. From 1st October of the year before proposed entry, registration of interest will be invited from prospective parents/ guardians of pupils.
3. On their registration of interest form, parents will be asked to indicate that they have read the Admission Policy available to them via the School website.
4. The closing date for receipt of registration of interest forms will be stated within the Annual Admission Notice of the relevant year (A period of not less than 21 days).
5. Offers of a place will be issued in line with the time frame published within the Annual Admission Notice of the relevant year. In the case of oversubscription for a given year, offers will be made in line with Section 11 below.
6. Applicants who are offered a place will then be forwarded an "Enrolment Form" as well as the school's current Code of Behaviour, via email.

Parents must return the following documents within the timeframe indicated in the offer and the school's Annual Admission Statement:

- A fully completed hard copy of the Enrolment form
- Indicate their acceptance and compliance with the school's Code of Behaviour

- A copy of the child's Birth Certificate.

The Board of Management may also request additional documentation to verify any matter pertaining to the application. False or misleading relevant information on a Registration of Interest form, or Enrolment form, will deem the application invalid.

Parents and pupils who accept a place in the Junior Infant Class will be invited to an Induction Day with their son during May / June before their September start date.

4.2 Procedures for Admission to Senior Infant- Sixth Classes.

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:

- Where a place in the class level sought is available, the child will be admitted.
- Where the class level they are seeking is full, they will be put on a waiting list.
- At the first Board meeting of each year the principal will recommend to the Board the number in each class and this will be agreed by the Board on an individual class basis. This is the number in each class for the year unless the Board recommend a change during the year.

4.3 Admission of Children with Special Educational Needs.

The Board of Management of St. Laurence's supports the principle of inclusivity.

Parents who indicate that their child has a special educational need will meet with the school team to discuss what supports the school can put in place. The school will provide all resources possible for each student based on the need of the child and resources available to the school.

5. 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
- (b) The payment of fees or contributions (howsoever described) 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 meetings 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 currently attending the school and children of current staff members)
- (g) The date and time on which an application for admission was received by the school,
- (h) 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. Laurence's BNS 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 13](#) below in relation to applications received outside of the admissions period and [section 4.2](#) 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.

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 (see [Section 15](#) below for further details).

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

In accepting an offer of admission from St. Laurence's Boy's National School a Parent/guardian must indicate:

- a) Parents ***must indicate whether or not they have accepted an offer of admission for another school(s)***. If a parent has accepted such an offer, they must provide details of the offer concerned
- b) Parents ***must indicate whether or not they have applied for and are awaiting confirmation of an offer of admission from another school(s)***. If so, the parent must provide details of the other school or schools concerned.

9. 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. Laurence's Boys National School where—

- a) It is established that information contained in the application is false or misleading.
- b) 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.

- c) 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 they accept and undertake to uphold the Code of Behaviour of the school, and that they will make all reasonable efforts to ensure their child complies with it; or,
- d) An applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [Section 7](#) above.

10. 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.

11. Procedures in the case of 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:

1. Siblings of children enrolled in school and children resident in the parish.
2. Children of staff.
3. Children residing outside the parish.

In each of the above criteria the eldest child will have priority.

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. Laurence’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. Laurence’s will be 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.

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 13.

14. 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.

Due to staffing and supervision responsibilities, there is no provision within the school for withdrawing a child from the physical space of the child's classroom during timetabled faith development lessons or school assemblies.

15. 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.

16. 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 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.

Appendix 1.

Kilmacud Parish Boundaries.

Kilmacud - Stillorgan Parish

Archdiocese of Dublin

