**Admission Policy of**

**St. John’s N.S.**

**Ballinalee Road,**

**Edgeworthstown,**

**Co. Longford**

**N39 F211**

**043 6671620**

**Email: info@**[**stjohnsnsedgeworthstow**](mailto:stjohnsnsedge@gmail.com)**n.ie**

**Roll number: 13313S**

**School Patron: Church of Ireland Bishop of Kilmore, Elphin and Ardagh**

## **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 the 16th September 2020, 24th November 2022, 23rd December 2022 and 4th April 2023. It will be made available to any person who requests it and it is also available on the school website.

The relevant dates and timelines for St. John’s N.S. admission process are set out in the school’s annual admission notice which is published annually on the school 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 will be made available in hardcopy on request to any person who requests it.

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

St. John’s N.S. is a two teacher, co-educational primary school with a Church of Ireland ethos under the patronage of the Church of Ireland Bishop of Kilmore, Elphin and Ardagh.

“Church of Ireland/Anglican” ethos in the context of a Church of Ireland primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, the Church of Ireland School encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. John’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**

St. John’s National School is a community where all pupils are equally valued and respected, irrespective of gender, social background, family circumstances, educational achievement, religion, physical characteristics or intellectual functioning or disability. Pupils experience a sense of caring and belonging. They are treated fairly and their spiritual, moral, and religious development is encouraged, as is their intellectual, social and academic development.

It is a community where moral values such as honesty, truthfulness, justice, fairness, sensitivity to others and civic responsibility are nurtured and protected. The justification of these qualities is based on the biblical teaching interpreted by the Church.

The work of the school is conducted in an atmosphere of tolerance and respect for religious differences. The admissions policy of the school allows those of other faiths or none to become pupils. St. John’s N.S. is a part of the local Church of Ireland community and has strong links with the parish.

The school nurtures freedom of thought and a personal relationship with God. This is most evident in the teaching of Religious Education and in the prayer life of the school community.

## **Admission Statement**

St. John’s N.S. admit children who have attained their 4th birthday (or older if applicable) no later than the first school day in the school year in respect of which the application for enrolment is made.

St. John’s 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. John’s N.S. is a Church of Ireland school whose objective is to provide education in an environment which provides certain religious values and it does not discriminate when it refuses to admit as a student a person who is not a member of the Church of Ireland or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos and it is proved that the refusal is essential to maintain the ethos of the school.

St. John’s N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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. John’s N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

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

St. John’s N.S. is a two teacher, co-educational mainstream school. It is not a special school for SEN nor does it have a special class or unit attached.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_gjdgxs) 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
3. St. John’s N.S. is a Church of Ireland school and may refuse to admit as a student a person who is not Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school.

## **Oversubscription**

While recognising the rights of parents to enrol their child in a school of their choice,

the Board of Management (the ‘Board’) reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

In view of the limited space available in the school and with due regard to safety, the Board of Management has decided that the school has a safe, workable environment for a total enrolment of no more than 32 pupils and a maximum of 16 pupils per classroom.

The Board of Management considers it to be a health and safety risk if more than 32 pupils would be present in the school and if there are more than 16 pupils in each classroom. Clear access routes in classrooms are essential for bathroom, office, SET room and evacuation of the school in case of emergency. The school yard also does not allow for any further extension of the building for teaching spaces or storage facilities nor does it provide a safe play area for more than this number of pupils.

In determining the level of admissions, the Board shall take account of Department of Education & Skills (‘DES’) regulations/circulars in relation to staffing, class size and pupil teacher ratios and health and safety requirements. The Board of Management will in the light of sections 6(e), 9(m) and (15) (2) (d), of the Education Act 1998 give consideration to issues such as physical space, the size of classrooms/play areas/school premises, the number of pupils expected to leave the school, multi-grade classes, the effect of the intake on division/pairing of classes, the presence of pupils with special educational and/or behavioural needs, the deployment of teachers and the resources of the School.

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:

**Priority**

6.1 St John’s National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, are used to determine the priority given to applications in the descending order outlined below from (a) to (c), as follows:

**(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 another minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in St John’s N.S. and who lives within the boundary of the the Edgeworthstown, Ballinalee and Granard Church of Ireland Parishes

**(b) Priority Category 2**: An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of another 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 and who lives outside the boundary of the Edgeworthstown, Ballinalee and Granard Church of Ireland Parishes.

**(c) Priority Category 3**: All other Applicant Students who comply with the terms of this Policy.

6.2 In respect of Priority categories 1 and 2 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the Board of Management of St John’s N.S. must satisfy itself that the Applicant Student is a member of a minority religion as outlined above and that St John’s N.S. provides a programme of religious instruction which is of the same religious ethos, or a similar religious ethos to , the religious ethos of the minority religion of the Applicant Student.

1. a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion with a similar religious ethos to the Church of Ireland ethos (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction 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 Church of Ireland, or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos. This evidence will consist of:

* a letter from the relevant religious leader confirming, that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

or

* the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

or

* a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

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:

* 1. It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category to Applicant Students who have siblings currently enrolled in the school (‘Sibling Applicant Students’).

Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the places will be allocated to Sibling Applicant Students using a lottery system. If a lottery system is used in the case of oversubscription, the relevant applicants will be invited to attend the lottery as witnesses where the names will be drawn by the Chairperson.

Where the number of Sibling Applicant Students in such a priority category, does not exceed the number of places available, the remaining places in this category will be allocated using a lottery system; the relevant applicants will be invited to attend the lottery as witnesses where the names will be drawn by the Chairperson.

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 place on the waiting list as it applies in the particular priority category. Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years

## **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;
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. John’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

(Please see [section 1](#_1fob9te)4 below in relation to applications received outside of the admissions period and [section 15](#_3znysh7)  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](#_2et92p0) below for further details).

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

In accepting an offer of admission from St. John’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.

## **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. John’s 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](#_30j0zll) 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 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).

## **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. John’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. John’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.

## **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.

## **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.

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

Requests for transfer to the school in the course of the school year are not accepted except

in the exceptional circumstances where a child has moved to the school’s priority catchment

area.

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 there is a place 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.

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

The board of St. John’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-

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~~ have 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.

## **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.

**Ratification and Review**

This policy was ratified by the Board of Management of St. John’s N.S. on Thursday, 22nd

October 2020. It was reviewed and ratified on the 8th October 2021, on 19th October 2022,

the 16th December 2022 and again on the 30th March 2023 and follows guidelines issued by

the Department of Education and Skills and the Patron in respect of admissions. This

Admissions Policy will be regularly reviewed by the Board.

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal**