**Admission Policy of Ballyboughal National School**

**School Address: Ballyboughal, Co. Dublin A41RC98**

**Roll Number: 19001G**

**School Patron: Archbishop Dermot Farrell**

## **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 22 July 2020. It was ratified by the Board of Management at a meeting held on 26 August 2020. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Ballyboughal National School’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**

Ballyboughal National School is a co-educational primary school with a Catholic ethos under the patronage of the Catholic 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; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Ballyboughal 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.

The Board of Management and staff of Ballyboughal National School strive to provide a well-ordered, caring, happy learning environment where the intellectual, physical, cultural, moral and spiritual needs of the pupils are identified and addressed.

The school is committed to enabling children of all levels of ability to reach their full potential and aims to provide an inclusive environment that allows the children full access to all areas of learning. We welcome the support and involvement of parents in the work of the school.

Déanaimid sár-iarracht labhairt na Gaeilge a chur chun cinn sa scoil seo.

In Ballyboughal NS we believe that young children learn best in an atmosphere that is positive, welcoming and secure. Every member of the school community is valued and treated with respect. Our motto “Mol an oige agus tiocfaidh si” is at the heart of our philosophy.

## **Admission Statement**

Ballyboughal National School 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.

Ballyboughal National School 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.

Ballyboughal National School 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.

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| **Ballyboughal National School** 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 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/special class**

Special Education Teaching is provided under the terms of the policies and guidelines issued by the Department of Education and Skills and in accordance with the staffing and resources allocated to the school.

## **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
3. Ballyboughal National School is a Catholic school and may refuse to admit as a pupil a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

## **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:

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| 1. Sisters and brothers of pupils of the school (past and present) and children living within the parish boundary. 2. Children of current staff, including ancillary staff. 3. Children living in adjacent parishes, in areas traditionally served by the school. 4. Other children living outside the parish boundary. |

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:

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| The Board of Management may choose to implement a cut-off age for all categories in the event that the number of applicants exceeds the number of places available. If there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the oldest. In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent person present.The Board of Management will hold an enrolment meeting in January of each year. Following this meeting, the Board of Management will assess the applications and communicate their decision to parents within twenty-one days. |

## **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service; 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 siblings of a student attending or having attended the school as per Enrolment Criteria. 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 Ballyboughal National School will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice
* 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](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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 Ballyboughal National School, 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 Ballyboughal NS 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 pupil, 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 pupil; 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 in order to facilitate the efficient admission of pupils.

Section 66(6) allows a school to provide a patron or another board of management with a list of the pupils 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 pupil’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 pupils whose applications for admission to Ballyboughal National School 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 Ballyboughal National School is in the order of priority assigned to the pupils’ 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 pupils 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. Late applicants 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 will be added to the waiting list as set out in Section 13.

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

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| Parents/guardians wishing to enrol their child(ren) in Ballyboughal National School to classes other than Junior Infants at or after the commencement of the school year should complete the Admissions Application Form available on the school website [www.ballyboughalns.ie](http://www.ballyboughalns.ie), contact the Principal by email at [Principal@ballyboughalns.ie](mailto:Principal@ballyboughalns.ie) or write to the Principal at the school address. |

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| Pupils newly resident in the parish may be enrolled at any time during the school year and will be accepted if and only if there are places in the relevant classes. Should places be oversubscribed at any time, e.g .start of new school year, the enrolment criteria used at junior infant enrolment will be applied. |

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

This rule applies to all schools.

The Board of Management of Ballyboughal National School 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 pupil to the school, or
2. the admission or continued enrolment of a pupil in the school.

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

This section must be completed by schools that provide religious instruction to students.

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| The following are the school’s arrangements for pupils, where the parent~~s~~ have requested that the pupil attends the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils:  A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the pupil, to discuss how the request may be accommodated by the school. |

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## **Reviews/appeals**

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

The parent(s)/guardian(s) of a child whose application for a place in the school is unsuccessful may request the Board of Management to review the 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 of Management 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 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**

The Admissions Policy of Ballyboughal National School was drawn up in consultation with the staff and parents. It was approved by Dr. Diarmuid Martin, Catholic Archbishop of Dublin on 22 July 2020 and then ratified by the Board of Management on 26 August 2020. It will be reviewed, under the direction of the Catholic Archdiocese of Dublin, when required by the Department of Education and Skills.

The Admissions Policy of Ballyboughal National School was reviewed, following consultation with staff and parents, and amended in accordance with the requirements of the Department of Education at a meeting of the Board of Management held on 24th January 2023.

**Signed:** Brigid Manton Chairperson 24 January 2023

Maeve O’Doherty Principal 24 January 2023