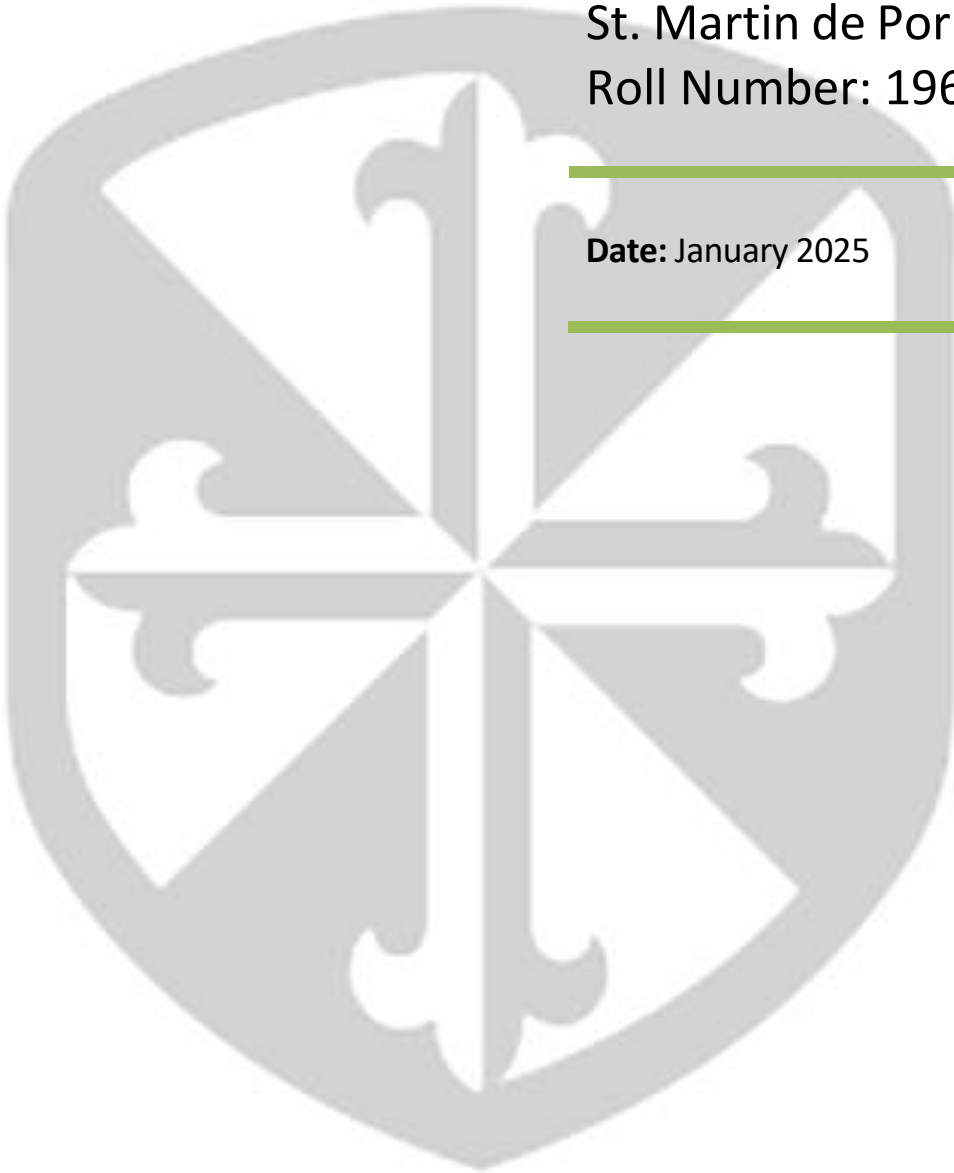

Admission Policy

St. Martin de Porres NS
Roll Number: 19617W

Date: January 2025



Admission Policy of St. Martin de Porres National School

School Address: Heatherview Lawn, Aylesbury, Tallaght, Dublin 24, D24HF54

Roll Number: 19617W

School Patron: Dublin Archdiocese

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 **July 8th 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. Martin de Porres 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.

2. CHARACTERISTIC SPIRIT & GENERAL OBJECTIVES OF THE SCHOOL

St. Martin de Porres National School is a Catholic, co-educational primary school with a Catholic ethos which strives to provide a happy and caring learning environment where all children are cherished and encouraged to reach their full potential. Our school seeks to involve parents and ensure that all members of the school community work in partnership to ensure the full development of each child in our care. Together we will strive to provide an education that reflects Ireland in the 21st century by supporting the academic, physical, emotional and spiritual needs of the children through the use of a child-centred and holistic approach.

St. Martin de Porres National School is under the patronage of The Reverend Diarmuid Martin, Archbishop of the Archdiocese of Dublin.

‘Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to education in the distinctive beliefs, values and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all’.

‘The Catholic Preschool & Primary Religious Education Curriculum, p15’

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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in Catholic faith,
- a school which provides religious education for the pupils in accordance with 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. Martin de Porres 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.

3. ADMISSION STATEMENT

St. Martin de Porres 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.

ALL DENOMINATIONAL SCHOOLS

St. Martin de Porres National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

SCHOOL WITH SPECIAL EDUCATION CLASS(ES)

St. Martin de Porres National School is a school which has established two classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit a student who does not have the category of needs specified.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

St. Martin de Porres National School, with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with Autism.

It is the policy of the Board of Management to request a copy of any relevant medical, psychological, speech and language, occupational therapy etc. reports the child may have. The school's Admissions Team (Principal, Deputy Principal and Special Education Teachers) will meet with the parent(s)/guardian(s) and the child to ascertain the child's needs and the school's suitability in meeting these needs.

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 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

ALL DENOMINATIONAL SCHOOLS

St. Martin de Porres National School is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school

SCHOOL WITH SPECIAL EDUCATION CLASS(ES)

The special class attached to St. Martin de Porres National School provides an education exclusively for students with Autism and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. 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:

The Board of Management of St. Martin de Porres National School, in its Admission Policy, respects the rights of the existing school community and the children already enrolled. Consequently, the Board reserves the right to determine the maximum number of children in each separate classroom annually and in accordance with the Department of Education and Skills guidelines, also bearing in mind

- Health and Safety concerns regarding Staff and Children
- Available classroom space
- Educational needs of the children
- Presence of children with Special Educational Needs
- Department of Education class size directives
- Appropriate supports and resources available
- Time of school year when an application is made for enrolment

CRITERIA FOR ENROLMENT INTO JUNIOR INFANTS IN THE MAINSTREAM IN THE EVENT OF OVERSUBSCRIPTION:

1. Priority is given to siblings and stepsiblings of children already enrolled in the school or who have attended the school in the past.

AND

Families whose primary residence is in the immediate area of the Parish of St. Martin de Porres

2. Children of current staff
3. Children of parents who are past pupils of the school.
4. If space is still available, class numbers are completed from the Waiting List. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritisation proceeds until all places have been allocated.

CRITERIA FOR ENROLMENT INTO THE SPECIAL CLASS FOR CHILDREN WITH AUTISM IN THE EVENT OF OVERSUBSCRIPTION:

The maximum class size in the special class is six pupils. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Priority is given to children with an Autism diagnosis currently enrolled in the school, brothers and sisters of children already enrolled in the school or who have attended the school in the past.
2. Children with a diagnosis of Autism whose primary residence is in the immediate area of the Parish of St. Martin de Porres.

AND

Children of current staff.

3. If space is still available, places will be allocated to children with an Autism diagnosis from outside the catchment area.

NOTE:

- a) The parent/guardian should notify the NCSE prior to making an application for admission to a special class. The notification, together with submission of the child's relevant reports should occur as early as possible. Notification should be made before 1st February in the preceding school year.
- b) An Expression of Interest Form, provided by the school, should be fully completed by the parents/guardians on behalf of the child;
- c) This Expression of Interest Form should be accompanied by an original birth certificate and all other Supporting Documentation required;
- d) A recent (within 2 years of the proposed admission date) psychological assessment or a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker and a Physiotherapist. Please note that all reports in operation on a child should be provided to the school for assessment by the Admissions Team. The withholding of reports from the school Admissions Team may invalidate an enrolment

application at any time;

- e) The child must have a primary diagnosis of Autism/Autistic Spectrum Disorder **without significant intellectual impairment** made using the DSM-V or ICD 10 criteria or equivalent by the Psychologist or a member of the Multi-Disciplinary Team. **If the child also presents with a general learning disability, it must fall within the mild range** (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure);
- f) The diagnostic report must have a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child;
- g) The child must have the potential (independence with SNA access for the full school day) to be included in a mainstream class with his/her age-based cohort before leaving Primary School;
- h) The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy;
- i) An Acceptance Form, as issued by the school, must be returned to the school within the required time period.

Each application will be considered by the Principal and the Admissions Team. A recommendation will be made in relation to each application to the Board of Management (BoM) of the school. The BoM has the right to endorse or overrule any decision made by the school Principal and the Admissions Team.

The Board of Management reserves the right to refuse enrolment in exceptional circumstances, E.g.

- If a pupil has special needs, that even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with appropriate education.
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

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:

**If oversubscribed, the order of priority (within each of the priority categories above is determined by the date of birth of each child, with priority to the oldest.
If there is still a tie for places, there will be a draw conducted by an independent person.**

7. 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, 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 (however described) to the school;
- c) a student's academic ability, skills or aptitude;
(other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- e) a requirement that a student, 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 siblings of a student attending or having attended the school.)
- g) 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.

8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to St. Martin de Porres NS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than Junior Infants.)

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.

9. 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](#) below for further details).

10. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from St. Martin de Porres 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.
- iii. whether it is your intention to accept the place offered to you by St. Martin de Porres National School.

11. 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. Martin de Porres National School 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.

12. 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).

13. 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. Martin de Porres 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 St. Martin de Porres National School 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.

14. 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.

15. 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:

The Board of Management have the right to determine the maximum number of children in each class for applications for enrolment in Senior Infants to Sixth Class. The above criteria for enrolment will then be considered.

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:

- Pupils may transfer to the school at any time, subject to the admission policy of the school, available space, and either with the approval of the Department of Education and Skills or when a transfer is made because of a change of the ordinary residence of a child. Such applications will be dealt with on a case by case basis.
- A pupil who leaves the school and who is struck off the Rolla/POD, and who subsequently wishes to return to the school, must reapply to the Board of Management in writing.
- Parent(s)/Guardian(s) who request a school place will be given a copy of the Admission Policy and an enrolment form. When the enrolment form has been received by the school, the parent(s)/guardian(s) will be informed if there is a space available.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

This rule applies to all schools.

The board of St. Martin de Porres 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.

17. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

Our school promotes a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from participation in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(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)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

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 29 (C) 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 29 (B) 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 29 (B) and with section 29 (C) 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.

The policy was ratified by the Board of Management of St. Martin de Porres NS on _____.

Signed:

Chairperson, Board of Management

Principal/Secretary, Board of Management

