



St. Joseph's Primary School

Marino Park Avenue, Fairview, Dublin 3

Tel: (01) 833 6127

E-mail: principal@stjosephscbs.ie

Website: www.stjosephsps.ie

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 _____ 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 the St Joseph's Primary admission process are set out in the school's Annual Admission Notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

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

2. Characteristic Spirit and General Objectives of the School

St Joseph's Primary is a Catholic all-boys primary school with a Catholic ethos under the patronage of Bishop Dermot Farrell, the 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:

- (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



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- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the *Education Act* (1998) the Board of Management of St Joseph's Primary 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.

St Joseph's Primary – an Edmund Rice school – caters for boys from 2nd Class to 6th Class and boys in our ASD classes from Junior Infants to 6th class. The mission statement of the school is informed by the religious and educational philosophy as set out in the Edmund Rice Schools Trust Charter underpinned by the following values:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Within the context of the DES regulations and programmes, the rights of the Trustees as set out in the *Education Act* (1998) and the funding and resources available, St Joseph's Primary is committed to the following principles:

- Inclusion, in particular in relation to the enrolment of children with additional needs
- Equality of access and participation in the school



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- The right of parents to enrol their children in the school
 - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The Admission Policy of St Joseph's Primary aims to ensure that appropriate procedures are in place to enable the school to comply with their legal requirements in respect of admission of children to the school and to ensure that all decisions are made in a fully transparent manner.

3. Admission Statement

St Joseph's Primary will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil concerned has additional educational needs



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As per section 61 (3) of the *Education Act* (1998), 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the *Equal Status Act* (2000).

St Joseph's Primary is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St Joseph's Primary 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 pupil a person who is not a Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St Joseph's Primary is a school which has established classes which provided an education exclusively for pupils with a category or categories of additional educational needs specified by the Minister and may refuse to admit to the class a pupil who does not have the category of needs specified.

St Joseph's Primary will cooperate with the NCSE in the performance by the Council of its functions under the *Education for Persons with Special Educational Needs Act* (2004) in relation 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 Joseph's Primary will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Categories of Additional Educational Need Catered for

St Joseph's Primary is fully committed to inclusion, particularly with reference to the enrolment of pupils with additional educational needs. For the most part, pupils with additional educational needs will be supported in mainstream classes in accordance with the level of resources provided by the Department of Education and Skills (DES) to the Board of Management. In accordance with our AEN Policy, we will strive to ensure that the appropriate resources and supports are put in place to meet the educational, social, and personal developmental needs of our mainstream pupils.



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With the approval of the National Council for Special Education (NCSE), the DES, and ERST, St Joseph's Primary has established three classes to provide an education exclusively for Autistic pupils. These Autism Classes cater for the educational needs of boys of an age consistent with the existing profile of the school.

5. Admission of Pupils

This school shall admit each pupil seeking admission except where –

- a) the school is oversubscribed (Please see Section 6 for further details)
- b) a 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 them and that they shall make all reasonable efforts to ensure compliance with such code by the pupil.

St Joseph's Primary provides education exclusively for boys and may refuse to admit as a pupil a person who is not of the gender provided for by this school.

Decisions in relation to admission of pupils are made by the Board of Management of St Joseph's Primary in accordance with the Admission Policy of the school.

Priority in admission is given to brothers of pupils currently enrolled in the school and to boys moving from 1st Class in St Marys National school.

As a school underpinned by the Edmund Rice Schools Trust Charter, St Joseph's Primary is committed to compassionate and inclusive education and welcomes the application of pupils with additional educational needs. Every effort will be made to provide such pupils with an appropriate education in ongoing consultation with their families.

The special classes attached to St Joseph's Primary provide an education exclusively for Autistic pupils, and the school may refuse admission to this class where the pupil concerned does not have the specified category of additional educational needs provided for in this class.

All pupils enrolled in St Joseph's Primary are required to comply fully with the Code of Behaviour as well as all other policies on curriculum, organisation, and management. The Board of Management regards parents and guardians as responsible for ensuring that their children comply with all school policies. School policies including the Child Safeguarding



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Statement and Code of Behaviour are available on our school website and are reviewed and updated in line with the School Plan.

6. Oversubscription

Mainstream Classes:

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:

Category One:

- a) Boys transferring from 1st Class in St Marys.
- b) Brothers of pupils **currently enrolled** in St Joseph's Primary .
- c) Boys residing within the geographical boundaries of Fairview Parish as of the enrollment dates.

Category Two: Sons of current members of staff in St Joseph's Primary

Category Three:

Boys residing outside the parish of Fairview, in order of geographical proximity to the school.

In the event that there are two or more pupils 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:

- **older children will be given priority.**



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The names of all applicants who are not allocated a place will be placed on a waiting list in the order determined by the criteria set out above. Any additional places that become available prior to the commencement of the relevant school year will be allocated from this waiting list.

Autism Class:

Criteria for enrolling in the Autism Class of St Joseph's Primary :

Enrolment to the Autism Class will only be available to boys who – with the support available in St Joseph's Primary – will have the capacity to, at least partially, integrate into a mainstream class. As such:

- the child must have a full current Psychological and Cognitive Assessment, which must specify a diagnosis of Autism (DSM IV, DSM V or ICD 10);
- a recent recommendation, made within the last two years, for placement in an Autism Class must be provided by a clinical psychologist indicating that a placement in an Autism Class attached to a mainstream school is the recommended educational setting for the child, to ensure they progress and develop;
- if a child presents with an additional learning disability the diagnosis must be made, within the last two years, using a professionally recognised clinical or educational psychologist;
- To support the meaningful inclusion, participation, and engagement of Autistic pupils in St Joseph's Primary , the child must be of an age consistent with the existing profile of the class.
- The year the pupil turns 13 will be their final year in St Joseph's Primary . Pupils who reach the age of 13 on or after September 1st will be permitted to complete that academic year in the school.
- A completed Application Form for Enrolment must be submitted to the school office by the child's parents or guardians.



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Admission to the Autism Class

In the event that the Autism Class 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 **and** that meet the criteria outlined above:

- Category One:** Pupils **currently enrolled** in St Joseph's Primary
- Category Two:** Brothers of pupils **currently enrolled** in St Joseph's Primary
- Category Three:** Boys transferring from 1st Class in St Marys
- Category Four:** Boys residing within the geographical boundaries of Fairview Parish as of the enrolment dates.
- Category Five:** Boys residing out the parish of Fairview, with priority being given to those of an age consistent with the age range of pupils already allocated places.



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In the event that there are two or more pupils 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 Board of Management will endeavour to allocate the available place(s) to the child based on their age suitability in order to support their overall and full development.

This decision to group pupils according to age was made in order to meet the educational, holistic, and social developmental needs of the pupils of our Autism Class. Children in Autism Classes often follow different curricular levels based on their abilities. Being grouped according to age endeavours to allow the pupils to access similar curriculum content in more subject areas and lends itself to more positive social and holistic development.

Social development is very important for Autistic pupils. This is often an area they find challenging and require support in. Grouping classes according to age can be more beneficial to their social development. They have the opportunity to play and interact with their peers; within their own age range, with similar interests and likes. This generally results in more meaningful friendships, and may foster greater cohesion within the class.

This rationale will provide a greater understanding into the organisation of our Autism Class and the allocation of places to future pupils of this class.

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 pupil on a waiting list for admission to the school:

- a) a pupil's prior attendance at a pre-school or pre-school service, including naíonraí;
- b) the payment of fees or contributions (howsoever described) to the school;
- c) a pupil's academic ability, skills or aptitude;
- d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- e) a requirement that a pupil, or their parents, attend an interview, open day or other meeting as a condition of admission;



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- f) a pupil'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 an applicant who has a brother currently in 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on Applications

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

Selection criteria that are not included in our Admission Policy will not be used to make a decision on an application for a place in our school. Please see Section 15 below in relation to applications received outside of the admissions period and applications for places in years other than the intake group.

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 pupil 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 and details of the pupil's place on the waiting list for the school year concerned.



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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 Joseph's Primary , 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 are 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.

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 Joseph's Primary 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 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 them and that they shall make all reasonable efforts to ensure compliance with such code by the pupil; or



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- 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 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 their 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 pupils whose applications for admission to St Joseph's Primary



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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.

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 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.

15. Procedures for Admission of Pupils to other years and during the School Year

The Board of Management of St Joseph's Primary reserves the right to determine the maximum number of children in each classroom bearing in mind:

- The size of, and available space, in classrooms and play areas
- The educational needs of children of a particular age
- Multi-grade classes
- DES maximum class average directives
- Availability of teaching staff

The procedures of the school in relation to the admission of pupils who are not already admitted to the school to classes or years other than the school's intake group are as follows:



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Applications for places for pupils from 2nd Class to 6th Class will be considered provided there is a vacancy in the relevant class. Pupils seeking to transfer to St Joseph's Primary from another primary school must fulfil the following criteria:

- The requirements of the *Education Welfare Act (2000)* and the conditions set out by the DES for the transfer of a pupil from one primary school to another are fully complied with.
 - St Joseph's Primary is satisfied with the reasons for transfer and that the transfer is in the best interests of the pupil.
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- Relevant information that is requested is supplied from the pupil's current or former school.
 - Information and documentation on any additional educational or behavioural needs are provided by the pupil's parents at the time of application.
 - Satisfactory proof of main family residence must be furnished (for example, a signed lease or a utility bill issued within the last three months to that address)

False or misleading declarations and /or withholding of relevant information will invalidate an enrolment application.

The following factors will not be taken into account in the decision to offer a place to an applicant:

- A pupil's prior attendance at an infant school.
- The payment of fees or contributions to the school.
- A pupil's academic ability, skills or aptitude.
- The occupation, financial status, academic ability, skills or aptitude of the pupil's parents.
- A requirement of parent/s to attend for interview
- A pupil's connection to the school by virtue of a member of their family attending or having previously attended the school.



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The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are the same as those outlined above. Should there be space in the required class, having met the criteria for enrolment, the pupil shall be enrolled in St Joseph's Primary .

16. Declaration in Relation to the Non-Charging of Fees

The Board of St Joseph's Primary 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 pupil to the school, or
- b) the admission or continued enrolment of a pupil in the school.

17. Arrangements Regarding Pupils not Attending Religious Instruction

Where the parents have requested that the pupil attend the school without attending religious instruction in the school, a written request should be made to the Principal of the school. These arrangements will not result in a reduction in the school day of such pupils.

Families are advised that the school is not in a position to supervise pupils in an area removed from where the religious instruction takes place. Thus, though the pupil will not participate in the religious instruction, he will remain in the classroom under the supervision of the class teacher. During this time, the pupil will engage in other activities..



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18. Reviews and Appeals

Review of decisions by the Board of Management

The parent of the pupil 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 DES.

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). 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 pupil 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)



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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 DES.

19. Approval and Review

This policy was ratified by the Board of Management of St Joseph's Primary , Fairview in April 2024.

Chairperson of the Board of Management

Principal

Date 09/04/2024



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