

**Admission Policy of Scoil Naomh Iósaf
St. Joseph's Boys' National School.**

School Address: Thomas Street, Rathkeale, Co. Limerick. V94EH60

Roll number:18653V

**School Patron: Bishop of Limerick.
St Senan's Education Centre**

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 October 2021. It will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Naomh Iósaf/St. Joseph's Boys' National School admission process are set out in the school's annual admission notice which is published annually

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 made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Naomh Iósaf/St. Joseph's Boys' National School is a Catholic all boys primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Scoil Naomh Íósaf/ St. Joseph's Boys' 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.

Mission Statement of the school:

Our school motto is "Mol an Oige agus tiocfaidh sí" and our aspiration is that the school atmosphere reflects this.

It is our aim to encourage and promote the development of our pupils so that each, regardless of background or ability, will attain the self-esteem that comes from nurturing their true potential socially, emotionally, physically, spiritually and intellectually in a fair and supportive school environment.

Our objectives are that:

The pupils be independent and resilient with the ability to be empathetic to each other and to others,

They will have respect for fellow pupils, for each other's traditions and cultures, and for teachers and others, that they will show respect for creatures, property and the environment

They would make a successful transition to post-primary school

They would be prepared to take their place in and contribute to society both locally and further afield.

3. Admission Statement

Scoil Naomh Íósaf/St. Joseph's Boys' National School will not discriminate in its admission of a student to the school on any of the following:

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

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

Single gender schools

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

All denominational schools

Scoil Naomh Iósaf/St. Joseph's Boys' 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

4. Categories of Special Educational Needs catered for in the school/special class

Scoil Naomh Iósaf/St. Joseph's B.N.S is a senior boys school with classes from 2nd to 6th. Currently there are no special classes in or units attached to the school.

Scoil Naomh Iósaf 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.

Scoil Naomh Iósaf 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.

On enrolment of children with additional needs the Board of Management will request a copy of the child's medical and /or psychological report or where such a report is not available, will request that the child be assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his disability or additional needs, and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser assigned to the school to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: Visiting teacher Service, Special Education teacher for additional needs, special needs assistant, specialised equipment or furniture, transport services or other services.

The school will meet with the parents/ guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting these needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, Special education Teacher, SENO, psychologist, therapists from Children's Services, etc. as deemed appropriate.

It may, in certain circumstances, be necessary for the Board of management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

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

A school that admits students of one gender only

Scoil Naomh Iósaf/ St. Joseph's Boys' National School provides education exclusively for boys from 2nd class to 6th class and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools

Scoil Naomh Iósaf/ St. Joseph's Boys' National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Insert selection criteria here:

1. Male pupils of St. Anne's Primary School who are in First Class in the school year immediately preceding application for enrolment.
2. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
3. *Children residing in the parish, priority eldest;*
4. *Children of staff members, priority eldest ;*
5. *Random selection (independently verified)by Principal/Staff Member/Parent.*

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:

Priority will be given to the eldest child whose application for admission was received at any time during the period specified for receiving applications as set out in the annual admission notice of the school for the school year concerned.

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,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other 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 as per the criteria above;
- (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 Scoil Naomh Iósaf/St. Joseph's Boys' 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 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 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.

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 Scoil Naomh Iósaf/St. Joseph's Boys' 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.

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 Scoil Naomh Iósaf/St. Joseph's Boys' 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 Scoil Naomh Iósaf/St. Joseph's Boys' 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 Scoil Naomh Iósaf/St. Joseph's Boys' 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 and subject to a place becoming available in the age appropriate class of the student.

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:

Given the unique situation of our school population, many pupils may be enrolled and re-admitted to school from 1st October in any given school year. This practice will continue to be facilitated by the Board of Management as long as teaching staff are maintained in the school to deal with these ongoing enrolments and admissions of pupils who have spent many months without formal schooling.

We note that, under the Education Welfare Act (2000) no pupil may be removed from the school register unless the school authorities have been informed in writing that the pupil is now registered in another school. We understand, therefore that if a pupil who is on our school register, and who has been away from the area, and has not been enrolled in another school in this state, is entitled to their school place in our school.

We have the shared services of an HSCL co-ordinator who may assist families in relation to the administrative matters in relation to enrolment.

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of accurate and verifiable information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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:

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 Scoil Naomh Iósaf/St. Joseph's Boys' 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 Scoil Naomh Iósaf/St. Joseph's Boys' 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.

16. Declaration in relation to the non-charging of fees

The Board of Scoil Naomh Iósaf/St. Joseph's Boys' 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-

- (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 is of 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 taking part 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 (etc.) 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 parents/guardians 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

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 parents/guardians 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.

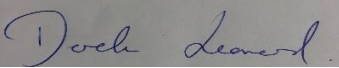
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

The policy was ratified by the Board of Management of Scoil Naomh Iósaf/St. Joseph's Boys' National School on _(Date)

Signed:  Chairperson, Board of Management

Date: 28/11/2022

The contents of this policy have been approved by St. Senan's Education Office on the 9th of February 2023, acting on behalf of the Patron and was updated in November 2022.

Official
Stamp

Appendix 1

Application for Enrolment to Scoil Naomh Iósaf, Rath Caola, Luimneach Year 2024 – 2025



Please note that this form is for application purposes only. The information provided will be used to allocate available places in accordance with the School's Admission Policy/Annual Admission Notice Please complete all sections of the form

General Information on Child

First Name: _____ Surname: _____

PPS Number: _____ DOB: _____ Gender: _____

Home Address: _____

Eircode: _____

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Siblings in the school: Yes No (Please tick)
Name(s) of sibling(s) – please include the sibling(s) current class(es)

Child's Current School		
Current Class	School Year Application	Class Application
	2024-2025	

General Information on Parent(s)/Guardian(s)

Parent/Guardian	Parent/Guardian
Name:	Name:
Address (if different from child's):	Address (if different from child's):
Mobile No:	Mobile No:
Email address:	Email address:

Appendix (2) -Enrolment Registration Form

Enrolment Registration Form to Scoil Naomh Íósaf, Rath Caola, Luimneach Year 2024 – 2025

Principal: Ms Hilary Pratt
Chairperson: Ms Katie Horan



General Information on Child

First Name:	Surname:	
PPS Number:	DOB:	Gender:
Home Address:		
Eircode:		

General Information on Parent(s)/Guardian(s)

Parent/Guardian	Parent/Guardian
Name:	Name:
Address (if different from child's):	Address (if different from child's):
Mobile No: (It is essential that theses nos. are in use)	Mobile No:
Emergency Contact Name and Phone Number:	Email Address:
Family Doctor:	Medical Card Holder:
Drs Phone Number:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you consent to the school making whatever medical arrangements it feels necessary in a case of emergency if your family doctor cannot be contacted.	YES NO
Is your Child allergic to penicillin/any medication/food?	
If YES please indicate:	

Please list any difficulties or illnesses (which for the child's welfare or the welfare of other children) should be made known to the school, e.g. asthma, epilepsy, diabetes, hearing, speech and language, etc.

Any other information that you consider of relevance:

Parent / Guardian

Signature: _____

Date: _____

For Office use only.

Date when child first attended this school: _____

POD Number: _____

Have birth cert/baptismal cert been provided

YES NO

Has the parent signed the code of behaviour

YES NO