

# Scoil Phádraig Naofa

## Enrolment Policy 2024/2025



# **Admission Policy of Scoil Phádraig Naofa**

**Tomard,  
Athy,  
Co. Kildare**

**Roll number: 16705E**

**School Patron/s: Catholic Archbishop of Dublin**

## **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 [date]. 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 [school name] 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**

Scoil Phádraig Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Dublin

‘‘Catholic Ethos’’ in the context of a Catholic Primary School means an 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
- 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 [Insert the name of the 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.

### **A Mission Statement of Scoil Phádraig Naofa**

Scoil Phádraig Naofa celebrates the uniqueness of each child in our school, as it is expressed in each pupil's personality, intelligence and potential for development. Our school strives to nurture each child in all dimensions of his or her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical. By celebrating children being children, and enriching the child's life we see foundations being laid for happiness and fulfilment in later education and in adult life.

We acknowledge that children are deeply affected by their relationships in the home, with each other, and with other people in society. We seek to balance individual and social development, and help the child to work co-operatively with others. We try to enable our children to meet, with self-confidence and assurance, the demands of life both now and in the future.

We are concerned with developing the full potential of each of our pupils: spiritual, moral, emotional, physical. Interpersonal skills and skills in communicating are essential for personal, social and educational fulfilment. Our school aims to instil a love of learning that will remain with the child through life and that will express itself in an enquiring mind and a heightened curiosity.

Our school motto is **Respect**

The quality of the relationship between the teacher and the child is of paramount importance in the learning process in Scoil Phádraig Naofa. A relationship of **trust** and **respect** creates an environment in which the child is happier in school and more motivated to learn.

The school strives to create and maintain a school environment, which is supportive of learning, by fostering a climate of welcome, discipline, care and learning. This learning environment is based on the principles of **fairness** and **co-operation**.

### **3. Admission Statement**

Scoil Phádraig Naofa 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.

Scoil Phádraig Naofa 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school

Scoil Phádraig Naofa is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs catered for in the special class**

Scoil Phádraig Naofa with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

##### **Early Intervention Pre-School Class**

- a) A recent professional assessment is required. This assessment may have input from a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker, Psychiatrist and a Physiotherapist.
- b) The child must have a diagnosis of ASD (Autistic Spectrum Disorder) made using the DSM or ICD 10 criteria by the psychologist or a member of the Multi Disciplinary Team.
- c) Any applicant with a co-occurring general learning disability must be determined as falling within the mild range.
- d) It is recommended that an applicant has a recommendation by the medical professionals in the report to a placement in an Early Intervention Pre-School Class for children with ASD (Autistic Spectrum Disorder)
- e) Children must be in the 3-5 years range of age to be considered for a place in the class.
- f) Any child applying for a place must be under 5 years old on/before September 1<sup>st</sup> of the school year for which the parent/guardian has applied for the place and must be under 6 years on 30<sup>th</sup> June of their final year in the class.

## **ASD (Autistic Spectrum Disorder) Classes**

- a) A recent professional assessment is required. This assessment may have input from a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker, Psychiatrist and a Physiotherapist.
- b) The child must have a diagnosis of ASD (Autistic Spectrum Disorder) made using the DSM or ICD 10 criteria by the psychologist or a member of the Multi Disciplinary Team.
- c) Any applicant with a co-occurring general learning disability must be determined as falling within the mild range.
- d) The applicant must have a recommendation by the medical professionals in the report to a placement in a class for children with ASD (Autistic Spectrum Disorder)
- e) Children must be in the 4-12 years range of age to be considered for a place in the class.

## **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.
- c) Scoil Phádraig Naofa is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special class attached to Scoil Phádraig Naofa provides an education exclusively for students with a diagnosis of ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

**Please see Appendix 1 for details of the Application Process.**

## **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:

- a) Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Athy.
- b) Children of current staff members.
- c) Children residing outside the parish of Athy.

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:

- 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 party present..

### **Allocation of Places for our ASD Classes and Oversubscription in ASD Classes**

Each class has places for 6 children. Places in the class will be allocated as follows:

Children who meet the enrolment criteria and who are:

1. Newly diagnosed or previously diagnosed with ASD and already enrolled in the school (Early Intervention Unit – 6<sup>th</sup> classes), subject to availability of places.
2. Children whose siblings are already enrolled in the school.
3. Children resident in the Parish of Athy.
4. Children resident outside the Parish of Athy who do not have access to an A.S.D. class in their area

### **Within any of the above categories if applicants exceed the number of places available the following criteria will be applied –**

1. If the number of applicants in Category 1 above exceeds the number of places, date of enrolment in our school will be used as our selection criteria, with the child with the earliest date of enrolment being the successful applicant. If 2 children have the same date of enrolment in our school the children's Dates of Birth will subsequently be used, with the older child getting preference.
2. If the applicants in any other category exceed the number places available in that category, with none of the applicants having been enrolled previously in our school , places will be offered to older child.

## **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 an Early Intervention Class.
- (b) the payment of fees or contributions (howsoever 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, 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; other than, in the case of the school wishing to include a selection criteria 1 above, 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 Scoil Phádraig Naofa 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 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 Phádraig Naofa 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 [school name] 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 Phádraig Naofa 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 Phádraig Naofa 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**

Scoil Phádraig Naofa defines the 'Transfer of Students' as an application from a student who is enrolled in another school either within or outside the catchment area (Parish of Athy) or applications for enrolment during the course of the school year (Sept – June)

Pupils from outside our catchment area (Parish of Athy) may complete an application to enrol in Scoil Padraig Naofa at any time, subject to school policy, available space and in some cases the approval of the Department of Education and Skills.

In accordance with current legislation, Scoil Phádraig Naofa will inform previous school(s) of successful applicants, of their placement in the school.

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:

- All applications received after the commencement of the school year as outlined in the annual admission notice /Section 5 and 6 above, 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.

#### **Review of Enrolment**

The child's placement in the class is reviewed on a regular basis in order to ensure the placement continues to be appropriate, typically at the conclusion of the academic year. The Board of Management may conclude after consultation with parents/guardians that a placement may not be appropriate and recommend transition from Mainstream, ASD or Early Intervention Classes to an alternative more appropriate educational setting.

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

The board of Scoil Phádraig Naofa 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

The following are the school's arrangements for students, where the parents 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) or the student, as the case may be, 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 may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, 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.

### **Code of Behaviour and Discipline**

A copy of the school's Code of Behaviour and Discipline is appended to this enrolment policy. It is a condition of application for enrolment that the school's code of behaviour and discipline policy is accepted.

### **Ratification of Policy**

The policy was ratified by the Board of Management on \_\_\_\_\_ (insert date).

Chairperson:\_\_\_\_\_.

**Date for Review:** The policy will be reviewed annually

## **Appendix 1 – The Application Process**

The enrolment of Junior Infants for the following school year will commence in Scoil Phádraig Naofa during the month of January each year. Specific dates in January may vary from year to year.

### **Publication of our Annual Admission Notice**

Annual Admission Notice will be published at least 1 week before accepting any applications for admission

The Annual Admission Notice for enrolment in Scoil Phádraig Naofa will be published on the school's website and will remain there for the duration of the school year

The Annual Admission Notice for enrolment in Scoil Phádraig Naofa Notice is also available on written request

### **Communication of Admission Arrangements**

- Announcement made at local Masses
- Notice inserted in Parish Newsletter
- Notice inserted in local and regional newspapers.
- Notification of enrolment to Local Preschools
- Parents of children currently on roll notified through notes

### **Application Requirements**

- Applicant Children for Placement in Junior Infants must have reached their 4<sup>th</sup> birthday on/before Sept 1st of the year of entry and not be older than 6 years on/before Sept 1st of the year of entry.
- Parents/Guardians must complete the Enrolment Form which is relevant to enrolment they seek. Enrolment Forms are available on request from our school office and on our school website.
- Applicants are required to provide the following as part of a complete application
  - a) Birth Certificate
  - b) Utility Bill
  - c) 2 Passport sized photographs.
  - d) Professional Reports where necessary.
- Only complete applications will be considered for enrolment.
- Any falsification of documents or information will render the application invalid.

### **Application Procedure**

- A week in the month of January is designated as Enrolment Week. During the Enrolment Week, parents who wish to enrol their children in Scoil Phádraig Naofa, who have questions or queries about their son's/daughter's enrolment will be assisted through the process by school staff.
- Within twenty one days of the close of Enrolment Week, parents will receive a letter informing them of the outcome of their application for enrolment.

## **Information on Receipt of Successful Application**

- There is an Information Meeting for prospective parents held in May/June
- New Junior Infants spend one informal period in school at the end of June to familiarise themselves with their new environment.