



ADMISSION POLICY OF
ST. MARY'S WOODSIDE
NATIONAL SCHOOL
SANDYFORD

ROLL NUMBER: 02872U

SCHOOL PATRON:
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 17th September 2020. It is published on the school's website www.stmarysnssandyford.ie and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Mary's Woodside 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 and general objectives of the school

St. Mary's Woodside National School is a Catholic co-educational, vertical, primary school with a Catholic ethos in the Parish of Sandyford, Kiltarnan and Glencullen, under the Patronage of 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 pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and 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 Section 15 (2) (b) of the Education Act, 1998, the Board of Management of St. Mary's Woodside National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious,

social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The school's Mission Statement is as follows:

1. St. Mary's Woodside National School is a co-educational, vertical, Catholic primary school in the Parish of Sandyford, Kiltarnan and Glencullen, which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the children are identified and nurtured.
2. While the characteristic spirit of St. Mary's is Catholic, the school has due recognition for and welcomes pupils and parents of other faiths and cultures.
3. As a community of learners, we recognise the diversity of learning styles, talents and needs among our pupils. We encourage their efforts and celebrate their success, in the belief that this is the key to developing positive attitudes, self-esteem and confidence in our pupils. St. Mary's Woodside National School supports the principle of inclusion of children with special educational needs, and strives to increase educational equity for these children through its provision of additional education.
4. We strive to promote the continuous professional and personal development of staff, for the benefit of the whole school community.
5. We recognise the importance of partnership in education, and as such, encourage the involvement of parents through home/school contact and through the Parents' Association.
6. Our school promotes equality among the staff, equality among the pupils, and equality among the parent body.
7. We strive for quality and excellence in all areas of school life.
8. We seek to instil in our pupils a love of learning through our teaching of the Primary School Curriculum.
9. Our school takes pride in the Irish language and culture.
10. We promote self-esteem and confidence, and an integral element of our ethos is the respect for, and dignity of, all members of the school community.
11. In the interests of the children's psychological, moral, intellectual and spiritual health and wellbeing, parents/guardians are strongly discouraged from purchasing a smartphone for their child's use until they have completed primary school.

3. Admission Statement

St. Mary's Woodside 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.

St. Mary's Woodside 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Special Education

St. Mary's Woodside National School does not currently have a special class. However, our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special needs.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see 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) St. Mary's Woodside National School is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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:

In the event of the number of children seeking admission to the Junior Infant class exceeding the number of places available preceding or during the school year (due to the Board being unable to provide suitable accommodation, or recruit the required teaching staff), children entering Junior Infants must be a minimum age of four years and three months on 1st September of the year of entry, i.e. they must have reached their fourth birthday on or before 1st June of that year. The following criteria will be used to prioritise children for admission:

1. Siblings and stepsiblings of children already enrolled in the school and children resident in the Roman Catholic Parish of Sandyford, Kiltarnan and Glencullen. In the event of oversubscription, these children will be prioritised in order of age, with the oldest children being given priority.
2. Children of current staff.
3. All children residing outside the boundaries of the Roman Catholic Parish of Sandyford, Kiltarnan and Glencullen. In the event of oversubscription, these children will be prioritised in order of age, with the oldest children being given priority.

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 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.

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 child's prior attendance at a pre-school or pre-school service, including naóinraí, other than in relation to a student's prior attendance at
 - (1) an early intervention class, or
 - (2) an early start pre-school, specified in a list published by the Minister from time to time
- the payment of fees or contributions
- a child's academic ability, skills or aptitudes
- the occupation, financial status, academic ability, skills or aptitude of a child's parents
- a requirement to attend an interview, open day or meeting
- a child's connection to the school by virtue of a member of his or her family attending or having previously attended the school, other than a brother, sister, stepbrother, stepsister, or foster child living in the same home, of a current or past pupil

- the date and time on which the application for admission was received, other than when the application was received after the closing date as specified on the annual admission notice in order to place an application on a waiting list.

8. Decisions on applications

All decisions on applications for admission to St. Mary's Woodside National School 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 below in relation to applications received outside of the admissions period and 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 St. Mary's Woodside National School, parents/guardians 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 St. Mary's Woodside 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 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 students in relation to whom:

- (1) an application for admission to the school has been received,
- (2) an offer of admission to the school has been made, or
- (3) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (1) the date on which an application for admission was received by the school;
- (2) the date on which an offer of admission was made by the school;
- (3) the date on which an offer of admission was accepted by the applicant;
- (4) 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. Mary's Woodside 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. Mary's Woodside 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 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 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:

Parents of children who wish to transfer from another school will apply using the relevant application form and will be informed as soon as possible if their application has been successful. Every effort will be made to facilitate the application taking into account class sizes.

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:

Parents of children who wish to transfer from another school to this school after the beginning of the school year will apply using the relevant application form and will be informed as soon as possible if their application has been successful. Every effort will be made to facilitate the application taking into account class sizes.

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

The board of St. Mary's Woodside 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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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, 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 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.

19. Publication

This policy is available on the school website www.stmarysnsandyford.ie

20. Ratification of this policy

This policy was discussed by the Board of Management at its meeting on 25th February 2020. The policy was then sent to the Patron on 26th February 2020. A number of amendments have since been made to the policy at the Patron's request.

The Patron approved the policy on 17th September 2020.

Signed *Matthew Devoy*
Matthew Devoy
Chairperson, Board of Management

Fergus Lyons
Fergus Lyons
Principal

Date: 18th September 2020

Date: 18th September 2020

Appendix

Annual Admission Notice

The Board of Management shall prepare and publish, on an annual basis, an annual admission notice. This notice shall:

- provide details on how to obtain a copy of the school's Admission Policy and an application form for admission to the school
- set out that the date on which the school shall commence accepting applications for admission for the school year concerned will be 1st October in the year prior to admission and no earlier
- set out the date on which the school shall cease accepting applications for admission to the school for the school year concerned, which shall be at least three weeks after the date for commencement of acceptance of applications
- set out the date by which the applicant shall be notified of the decision in relation to his or her application
- set out the date by which an applicant shall confirm acceptance of an offer of admission
- set out the number of places being made available in the intake group
- in the case where the intake group was oversubscribed in the school year prior to the school year in which admission is being sought, include a statement setting out the number of applications received and the number and order of offers made in that school year in respect of each selection criterion.

Meetings/Induction

- An orientation meeting for parents who have accepted places for their children is held each year in the second half of the school year.
- The new Junior Infant children will be invited to the school on a day in the month of June preceding their entry in August/September to meet their teacher and to familiarise themselves with the school.
- Certain information will be required when children are being enrolled. The Board of Management will provide a Registration Form for this purpose.

Such information will include:

- ✓ Pupil's name, sex, age and address
- ✓ Names and addresses of pupil's parents/guardians
- ✓ Contact telephone numbers
- ✓ Contact e-mail addresses
- ✓ Contact telephone numbers in case of emergency
- ✓ Details of any medical condition of which the school should be aware
- ✓ Religion

- ✓ Previous schools and/or pre-schools attended (if applicable)
- ✓ Any other information which the parents/guardians consider relevant
- ✓ Special needs requirements/assessments/reports
- ✓ Signing agreement to uphold the school's Code of Behaviour
- ✓ Signing agreement to uphold the school's Acceptable Use Policy

Payments

No fee or contribution is requested as part of the acceptance of an offer. However, parents will have the option of making a payment which will be used to purchase learning materials such as books for each child. If the acceptance of the offer is later changed by the parent, any payment will be refunded or, if the books have been purchased, the books will be given to the parent.

St. Mary's Woodside National School

Lamb's Cross, Sandyford, Dublin 18. D18XV90

Tel: 01-2954173 E-mail: office@stmarysnssandyford.ie Website: www.stmarysnssandyford.ie

Principal: Mr. Fergus Lyons

Application Form for entry to Junior Infants

Section A

Intended year of entry to the school: _____

Child's forename: _____ Family name: _____ Male: Female:

Address: _____

Tel: _____ E-mail: _____ Date of birth: _____

Place of birth: _____ Child's first language: _____ PPS no: _____

Religion: _____ Home Parish: _____

Date of baptism (if applicable):- _____ Place of baptism (if applicable): _____

Sibling(s) attending this school _____ Class(es) _____

Sibling(s) who previously attended this school _____ Years _____

Mother

Name: _____

Address: _____

Mobile telephone: _____

E-mail: _____

Occupation: _____

Father

Name: _____

Address: _____

Mobile telephone: _____

E-mail: _____

Occupation: _____

Please include copies of the following documents with this application: Birth Certificate, Baptismal Certificate (if applicable), Utility Bill (to confirm address).

Primary Online Database

The following additional information is required by the Department of Education and Skills for the Pupil Online Database (POD):

Nationality: _____

To which ethnic or cultural background does your child belong? Please circle one of the following:

White Irish/Irish Traveller/Any other white background/Black or Black Irish-African/Asian or Asian Irish-Chinese/Asian or Asian Irish-any other Asian background/Other (inc. mixed background/ No consent)

What is your child's religion? Please circle one of the following:

Roman Catholic/Church of Ireland (Anglican)/Presbyterian/Methodist, Wesleyan/Jewish/Muslim (Islamic)/Orthodox (Greek, Coptic, Russian)/Apostolic or Pentacostal/Hindu/Buddhist/Jehovah's Witness/Lutheran/Atheist/Baptist/Agnostic/Protestant/Evangelical/Christian religion-not further defined/Other religions/No religion/No consent)

Signed: _____ Date: _____

St. Mary's Woodside National School

Lamb's Cross, Sandyford, Dublin 18. D18XV90

Tel: 01-2954173 E-mail: office@stmarysnssandyford.ie Website: www.stmarysnssandyford.ie

Principal: Mr. Fergus Lyons

Application Form for entry into classes from Senior Infants to Sixth Class

Section A

Intended year of entry to the school: _____ Class: _____

Child's forename: _____ Family name: _____ Male: ___ Female: ___

Address: _____

Tel: _____ E-mail: _____ Date of birth: _____

Place of birth: _____ Child's first language: _____ PPS no: _____

Religion: _____ Home Parish: _____

Date of baptism (if applicable):- _____ Place of baptism (if applicable): _____

Mother

Father

Name: _____ Name: _____

Address: _____ Address: _____

Mobile telephone: _____ Mobile telephone: _____

E-mail: _____ E-mail: _____

Occupation: _____ Occupation: _____

Primary Online Database

The following additional information is required by the Department of Education and Skills for the Pupil Online Database (POD):

Nationality: _____

To which ethnic or cultural background does your child belong? Please circle one of the following:

White Irish/Irish Traveller/Any other white background/Black or Black Irish-African/Asian or Asian Irish-Chinese/Asian or Asian Irish-any other Asian background/Other (inc. mixed background/ No consent)

What is your child's religion? Please circle one of the following:

Roman Catholic/Church of Ireland (Anglican)/Presbyterian/Methodist, Wesleyan/Jewish/Muslim (Islamic)/Orthodox (Greek, Coptic, Russian)/Apostolic or Pentacostal/Hindu/Buddhist/Jehovah's Witness/Lutheran/Atheist/Baptist/Agnostic/Protestant/Evangelical/Christian religion-not further defined/Other religions/No religion/No consent)

Section B

Current school (name and address): _____

Test results:

Please give your child's latest standardised test scores (First to Sixth Class):

English Reading (Drumcondra Test or Micra-T Test): _____

Mathematics (Drumcondra Test or Sigma-T Test): _____

Please include a copy of your child's latest report with this application.

Has your child been granted an exemption from learning Irish by a previous school? Yes/No

If yes, please include Certificate of Exemption with this application.

Additional Support of Learning

Has your child ever received any additional support for learning? _____

If yes, please specify: _____

Does your child have any of the following (please tick as appropriate)?

Physical disability: _____ Hearing impairment: _____ Visual impairment: _____

Emotional & behavioural disturbance: _____

Severe emotional & behavioural disturbance: _____

Moderate General Learning disability: _____ Severe speech and language disability: _____

Autism/Autistic Spectrum Disorder: _____ Specific Speech & Language disorder: _____

Multiple disabilities: _____

Assessed syndrome in conjunction with one of the above disabilities: _____

Please include all relevant reports with this application so that all necessary support may be put in place for your child.

English as an Additional Language

Yes/ No How many years? _____ How many hours per week? _____

I consent to the management of St. Mary's National School contacting my child's previous school(s) to ascertain any relevant information which may help my child moving to his/her new school.

N.B. Failure to disclose any of the above information may make your application invalid.

Section C

Please include any additional information which you consider relevant to this application. Please include copies of the following documents with this application: Birth Certificate, Baptismal Certificate (if applicable), Utility Bill (to confirm address), Latest school report.

Applications for Senior Infants to Sixth Class are processed immediately and a place is offered if it is available in that class.

Parent's/Guardian's signature: _____ Date: _____

