**Admission Policy of St. Joseph’s National School**

**School Address: The Mardyke, Cork**

**Roll number: 16339F**

**School Patron: Most Rev. Fintan Gavin, Bishop of Cork and Ross**

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. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.

The policy was approved by the school patron on 1st May 2020, amended in September 2022 and again in September 2023. It is published on the school’s website.

The relevant dates and timelines for St. Joseph’s National School 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.

1. **Characteristic spirit and general objectives of the school**

St. Joseph’s National School is a Catholic all boys primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 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.

**Our Mission Statement**

St. Joseph’s National School is a Catholic school which promotes the dignity of the individual and social awareness, in the tradition of Edmund Rice.

We, the school community, are the boys, staff, families and management, both past and present.

We prioritise the individual development of each boy in a happy, secure and positive environment.

We are proud to continue the unique St. Joseph’s National School’s tradition and heritage as embodied by the Presentation Brothers’ deep commitment to those in the school community.

1. **Admission Statement**

St. Joseph’s National School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religious ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the ground of the student, or the applicant in respect of the student concerned, being a member of the Travelling Community, or
9. 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 ‘Travelling Community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

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| St. Joseph’s NS 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.  St Joseph’s NS 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.  St. Joseph’s National School 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 National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.  St. Joseph’s NS 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.  St. Joseph’s NS is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. |

1. **Categories of Special Educational Needs catered** **for in the school/ ASD Class.**

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| St. Joseph’s NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism/Autistic Spectrum Disorders. |

1. **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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| 1. St. Joseph’s National School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school. 2. St Joseph’s National School is a Roman Catholic School and may refuse to admit as a student a person who is not a Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school. 3. The special class attached to St. Joseph’s NS provides an education exclusively for students with A.S.D. 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.   For enrolment to the ASD classes in St. Joseph’s NS each child must have a psychological assessment report (dated within the last 12 months) and diagnosis of Autism/ Autistic Spectrum Disorder using the DSM IV/ V or ICD 10 diagnostic criteria as set out by a multi-disciplinary team approved by the Department of Education and Skills. There must be a recommendation from the relevant professionals in the report that a special class placement in mainstream school is both necessary and suitable for the child.  The child’s ability will be considered so that his potential to integrate into mainstream classes, where appropriate, can be maximised to the full. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to the disability or special needs to profile the support services required.  Children are eligible to attend the special ASD class for children between the ages of four years and thirteen years only. However, as we only have one ASD Class, the Board of Management reserves the right to limit the age range in the class to 3 years, from youngest to oldest where possible. |

1. **Oversubscription**

**Junior Infants**

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:

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| 1. Brothers (including step-siblings, resident at the same address or those fostered by parents of enrolled children) of children already enrolled in St. Joseph’s National. 2. Brothers (including step-siblings resident at the same address) of past pupils of St. Joseph’s National School. 3. Children living within the Sacred Heart parish. 4. Sons of past pupils. (This will not exceed 25% of the size of the class) 5. Sons of current staff members in the school. 6. Sons of people working within the parish. 7. Lottery of remaining applicants. |

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:

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| * First preference will be given to those in section a), and if the number of places offered in this category reaches full capacity, then no more places will   be offered. However, if there are more applicants than places who fit the enrolment criteria, then the oldest children will be offered places.   * If there are remaining places then offers will be made to applicants in section b) The oldest children in this category will be offered places until the total amount of places is filled. * If there are remaining places then offers will be made to applicants in section c) The oldest children in this category will be offered places until the total amount of places is filled. * If there are remaining places then offers will be made to applicants in section d) e) f) in the same way as mentioned in the above points. * If there are remaining places, the applicants names will be entered into a lottery and names will be chosen randomly until the total amount of places are filled.   **b) Special class**  If the special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school’s annual admission notice for the special class. The child must have a recommendation for the specified category of special educational needs provided for in this class.  The maximum class size is six pupils. When considering an application, the age and class level of the child must be appropriate to the space/resources which is available within the ASD and mainstream classes to ensure that all pupils within the school receive an appropriate education. Pupils will be enrolled using the following criteria in order of priority;  a) Children with an ASD diagnosis currently enrolled within the school and a recommendation for a space in an ASD Class.  b) Siblings of existing pupils in the school – priority to oldest.  c) Children living within the parish – priority to oldest.  d) Children whose home address is closest to the school (as measured by a straight line on an OS map) - Priority to oldest  d) Children of current staff members in the school  e) Children of people working within the parish  f) Lottery System  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), places will be offered or added to a waiting list by way of a lottery of completed applications  In offering a place in the class, the Board of Management must be satisfied that there is a suitable mainstream class available for the child to integrate with. Where this is not available, a place cannot be offered. |

1. **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school; 3. 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)   1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission; 3. a student’s connection to the school by virtue of a member of his family attending or having previously attended the school;   (other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.  In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school’s annual admission notice).   1. 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). |

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1. **Decisions on applications**

All decisions on applications for admission to St. Joseph’s National School will be based on the following:

* The 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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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.

1. **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](#_Reviews/appeals) below for further details).

1. **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Joseph’s 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 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.

1. **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 National School where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.
5. **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;

(v) 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).

1. **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. Joseph’s 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. Joseph’s 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.

1. **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.

1. **Procedures for admission of students to other years and during the school year**

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| Applications to admission to classes other than Junior Infants will be dealt with on an individual basis. Places will be dependent on a place being available in the particular class and compliance with the requirements of this Admissions Policy.  The Board of Management reserves the right to determine the maximum number of children in each separate classroom. The following factors may affect their decision:  a. Size of/available space in classrooms.  b. Educational needs of children of a particular age  c. Multigrade classes.  d. Presence of children with special educational/behavioural needs within the class where there is a place sought.  e. DES maximum class average directives |
| 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:  Junior Infants will not be enrolled after the 30th of September unless they are transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the pupil to complete a full year.  Applications of pupils to enrol in classes other than Junior Infants will be considered only in the event that there is space available in the particular class and that the applicant is a suitable age for the class sought. |

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1. **Declaration in relation to the non-charging of fees**

The Board of Management of St. Joseph’s 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-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.
3. **Arrangements regarding students not attending religious instruction**

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| The following are the school’s arrangements for students, whereby the parent~~s~~ of whom have requested that the student attend the school without attending religious instruction in the school:  A written request should be made to the Principal of the school.  A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.  Any arrangements made will not result in a reduction in the school day of such students  Where parent~~s~~ have requested that a student attend the school without attending religious instruction in the school, a variety of the following approaches may be utilised -  These arrangements will not result in a reduction in the school day of such students:  Children may work independently in the classroom - reading, colouring in, free writing. Older children may pursue project work during this time.  (During times of sacramental preparation, pupils not partaking in the Religious Instruction, may do alternative activities. For occasional trips to the church, there will be an arrangement for pupils not partaking, to remain in school, under the supervision of another teacher, where possible). |

1. **Reviews/Appeals**

**Review of decisions by the Board of Management**

The parent of the student may request the Board of Management 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 of Education under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board of Management 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, in writing, 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, in writing, 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 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 to 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 within three weeks of the date on the letter of refusal, **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 within three weeks of the date on the letter of refusal, 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.

This policy was drafted in consultation with the staff and parents in September 2022.

The policy was approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson of the Board of Management)

And by the Patron on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy is renewed annually.