

Admission Policy of Harold's Cross NS
Clareville Road, Harold's Cross, Dublin 6w
Roll number: 19924i

School Patron: Archbishop Dermot Farrell

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 Education Act, 1998, Section 15 (2) provides that a Board shall publish, with the agreement of the patron, the policy of the school concerning admission and participation. Our policy seeks to provide information and clear guidelines to prospective parents/guardians who may wish to enrol their child in Harold's Cross N.S

The policy was approved by the school patron on July 10th, 2020. 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 Harold' Cross NS 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:

Harold's Cross NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of Archbishop Diarmuid Martin. "Catholic ethos" in the context of a Catholic school means the ethos and characteristic spirit of the Catholic Church. In keeping with our Catholic ethos we aim to promote –

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural moral and spiritual aspects
- (b) a living relationship with God and with other people
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- (d) the formation of pupils in the Catholic faith
- (e) The school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church.

Mission Statement:

In our school we care deeply about the children who have been entrusted to us by their parents. We have high expectations for each and every child. Every child is encouraged to fully realise his/her potential - educationally, emotionally, spiritually and physically. We strive to foster independence, self-confidence, resilience and we encourage the children to be honest, hard-working and to do his/her best at all times. We respect others and we care for those around us. We promote equality and we celebrate diversity, endeavoring to create a sense of inclusion and community where we honour, respect and value that diversity, while upholding the integrity and Catholic ethos of the school. Our school is a positive and happy environment where the children in our care feel safe, cared for and respected.

We acknowledge that parents are the primary carers of their children and as our partners in education we need and encourage your involvement and support. As teachers of your child, we have a positive and open attitude and wish to nurture an atmosphere of mutual trust, respect and understanding. We recognise that each child is unique and it is our hope and vision to cherish, nurture and develop that uniqueness.

3. Admission Statement

Harold's Cross NS 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.

Primary schools receiving applications from applicants of a minority religion:

Harold's Cross 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 child who is not Catholic and it is proven that the refusal is essential to maintain the ethos of the school. This is in accordance with section 7A of the Equal Status Act 2000.

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

Please note that Harold's Cross NS does not have a special class or unit attached.

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

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:

Selection criteria for offering places:

Places are offered to children in the following order of categories until all school places are filled.

- * Equal parity will apply to sisters/brothers of children who are currently enrolled in the school and children who are resident within the parish boundaries of Our Lady of the Rosary, Harold's Cross, Dublin 6W with the oldest getting priority
- * Children who are resident within the boundaries of Mt. Argus parish.
- * The children of staff
- * Children residing outside of the parish of The Holy Rosary and Mt Argus (the oldest will be given priority. Please note it is no longer the date on which you register your child)

Note 1: Parents, who have been offered a place and wish to defer it, will have to reapply for a place for the following year as per enrolment procedures. This applies to the following years -2021-22: 2022-23: 2023-24:

Note 2: In accordance with the Rules for National Schools, a child who is under 4 years of age on the 1st of September of the year of entry will not be admitted to the school

Note 3: The current pupil teacher ratio determined by the Department of Education & Skills is 27:1. The school will not exceed the pupil- teacher ratio.

Note 5. Once a parent has accepted a place, if the child has special needs, a copy of the child's psychological-educational assessment/speech& language reports etc. must be provided so that necessary resources for providing for his/her needs may be put in place. Failure by parents to submit reports means that a school is unable to apply for resources for that child.

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:

The age of the child, i.e. the older child will be given preference

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;
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2024 only).

8. Decisions on applications

All decisions on applications for admission to Harold's Cross NS 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

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 Harold's Cross NS 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.

Please note that if parents have accepted a place in two schools, this will show up on the Department of Education's database.

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 Harold's Cross NS 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 the 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 the 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/her name, address, date of birth and ppsn 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 Harold's Cross NS 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 Harold's Cross NS 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.

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:

Pupils may transfer to Harold's Cross NS from other schools, **provided** that the numbers do not exceed the departmental pupil -teacher ratio for a school. This transfer must be in accordance with Rule 64 of the "Rules for National Schools".

Places in the school will be offered to these children in accordance with the criteria which applies to Junior Infants.

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:

Places may be offered, **provided** that the numbers do not exceed the departmental pupil -teacher ratio for a school.

Places in the school will be offered to these children in line with the criteria which applies to Junior Infants.

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

The board of Harold's Cross NS 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 of a student are not Catholic. These arrangements will not result in a reduction in the school day of such students:

- A written request to meet with the principal must be made by incoming parents to the school to discuss the matter. A meeting will then be arranged with the parents to discuss how the request may be accommodated by the school.
- For those parents who have no objection to their child taking part in the religion programme (as long as they don't participate in prayer or learn the dogma) this will be facilitated. Parent will sign a statement to that effect.
- If a child is withdrawn for learning support, such withdrawal will take place **if possible** when religion class is scheduled.

If this is not possible –

- Pupils will engage in a range of activities organised by the teachers.
- If parents wish, they may withdraw their child from the religion class for its duration and supervise the child.
- If and when pupils have to attend Church services, non-Catholics will be dispersed to other classes within the school.

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.

Ratification: This policy was reviewed by the patron on July 10th, 2020

It was sanctioned by the Board of Management on

Implementation: It will be implemented from September 15th, 2020.