



BUNSCOIL CHLOCHAR DHÚN CHÉIRÍ
Carysfort National School

An Charraig Dhubh, Co. Átha Cliath
Tel: 2885803

ADMISSION POLICY
OF
CARYSFORT NATIONAL SCHOOL

School address: Convent Road, Blackrock, Co. Dublin, A94 Y516

Roll Number: 14586M

School Patron: 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 **May 26th2023**. It is published on the school's website and will be made available, in hardcopy, to any person who requests it.

The relevant dates and timelines for **Carysfort National School** admission process are set out in the school's Annual Admission Notice which is published 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 will be published on the school's website and will be made available in hardcopy or by email, on request, to any person who requests it.

2. Characteristic spirit and general objectives of the school

Carysfort National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of the Catholic Archdiocese of Dublin. It caters for pupils from Junior Infants to Sixth Class.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, 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 Carysfort 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:

"To each child we give self-confidence and belief in their own God-given talents, that they may achieve their full potential in the World. Tá an Tiarna anseo."

The school respects the diversity of values, religious beliefs, traditions, languages and ways of life in society and supports the principles of inclusiveness in our school community. We support the equality of access and participation for students with special educational needs. We recognise that parents/guardians are the primary educators of their children and we are inspired by a shared vision of excellence and espouse a partnership approach.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004), other relevant equality legislation and the Education (Admissions to Schools) Act 2018. We follow the curricula laid down by the Department of Education and Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998). The school depends on the grants and teacher resources provided by the Department of Education & Skills.

3. Admission Statement

Carysfort 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.

- 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.

'Carysfort N.S. 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 in relation 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.

Carysfort N.S. 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."

Carysfort 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

The Board of Management and Staff are committed to a policy of all-inclusiveness and welcome applications from children with Special Educational Needs. Once a place has been accepted, we recommend that the parent(s)/guardian(s) contact the principal to ensure the required supports are in place prior to their child's first day in school.

5. Admission of Students

Carysfort National School shall admit each student seeking admission except where -

- a) the school is oversubscribed (please see **section 6 Oversubscription** below for further details).
- b) a parent/guardian 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) as a Catholic school the Board of Management may refuse to admit as a student a person who is not of the Roman Catholic faith 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 criteria in the order listed below to those applications that are received within the timeline for receipt of application as set out in the school's Annual Admission Notice-

Category 1: Children residing in the Parish of Blackrock at time of application and siblings of children currently attending the school. (Both categories have equal priority when places are being allocated and priority is given to the oldest candidate).

Category 2: Staff children (priority is given to the oldest candidate).

Category 3: Applicants living outside of the Parish of Blackrock.

In the event that there are two or more students tied for a place in any of the selection criteria categories, the date of birth will determine the outcome of the application with priority given to the oldest applicant. If two applicants have the same date of birth then a lottery will apply with an independent party present.

The Board of Management reserve the right to accept a child into the school in exceptional circumstances (as determined by the Board of Management) on compassionate grounds.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the 2018 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, or an early start pre-school, specified in a list published by the Minister for Education and Skills from time to time)
- 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 parent(s)/guardian(s);
- e) a requirement that a student, or his or her parent(s)/guardian(s), 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 siblings of a student attending or having attended the school as per Enrolment Criteria.
- 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 application 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 Carysfort National School will be based on the following:

- Our school's Admission Policy
 - The school's Annual Admission Notice
- The information provided by the applicant in the school's official Application Form received during the period specified in our Annual Admission Notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school Admission Policy will not be used to make a decision on an application for a place Carysfort National 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.

See Appendix 1: Application Procedures 1 and 2 for further details.

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.

See Appendix 1: Application Procedures 1 and 2 for further details.

Applicants will be informed of the right to seek a review/right of appeal of the school Board of Management decision.

See Section 18 Reviews/Appeals below for further details.

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Carysfort National School a parent/guardian 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.

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 Carysfort 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 and the letter of offer from the school.
- (iii) the parent/guardian 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 Acceptance of an Offer of a place by an applicant** (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.

13. Waiting list in the event of oversubscription

Junior Infant Applications

In the event of there being more applications for the school year concerned than places available a waiting list of students whose applications for admission to Carysfort National School were unsuccessful will be compiled and will **remain valid for the school year in which admission is being sought**.

Placement on a waiting list is in the order of priority assigned to the students' application once the selection criteria has been applied 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.

See **Appendix 1: Applications Procedure 1** for further details.

14. Late Applications

Junior Infant 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.

See **Appendix 1: Applications Procedure 1** for further details.

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 outlined in **Appendix 1: Application Procedure 2**

All applications for admission received for any class from Senior Infants to Sixth Class, inclusive, 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.

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: see **Appendix 1: Application Procedure 2**

All applications for admission received after the commencement of the school year, 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.

A new waiting list starts on October 1st of each school year.

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

The Board of Management of Carysfort 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

In Carysfort National School appropriate work assignments based on other curricular areas are assigned by the class teacher to pupils where a parent has requested that their child does not participate in religious instruction. This arrangement will not result in a reduction in the school day of such pupils.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) to discuss how the request may be accommodated by the school.

18. Reviews/Appeals

Review of Decisions by the Board of Management

The parent(s)/guardian(s) of the student may request the Board of Management to review a decision to refuse admission. Such requests must be made in writing within 21 days of receipt of the letter of refusal 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 for Education and Skills 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 within 21 days of receipt of the letter of request for review.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the parent(s)/guardian(s) **must request a review**, in writing within 21 days, 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 parent(s)/guardian(s) **may request a review**, in writing within 21 days, 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(s)/guardian(s) 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 parent(s)/guardian(s) **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** above).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the parent(s)/guardians **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 for Education and Skills under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

19. Dissemination of Admissions Policy

This policy will be published on the school's website www.carysfortns.ie

Parent(s)/guardian(s) of children currently attending the school will be advised, by email, of the publication of the revised Admissions Policy.

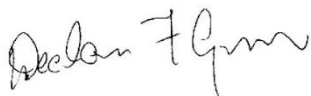
20. Review of Policy

This policy will be reviewed in September 2024 or prior to that date if the need arises.

21. Ratification of Policy

This policy was approved by the school Patron on May 26th 2023.

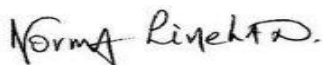
The Board of Management of Carysfort National School included the mandatory text in our school admission's statement following the commencement of the Education (Provision in Respect of Children with special educational needs) Act 2022 and ratified this updated Admission's policy at the Board meeting on 02/06/2023



Signed

Declan Flynn, Chairperson

Date: 02/06/2023



Signed:

Norma Linehan, Principal

Date: 02/06/2023

Appendix 1: Carysfort National School Application Procedures

Application Procedure 1: New Junior Infant Applications

Applications for a place for a child starting in Junior Infants will be accepted between the **1st of October and the 25th of November** in the year preceding a child's expected entry to the school. The Board of Management will communicate this to parent(s)/guardian(s) each year through the school website, email, the school newsletter, the Parents' Association and the Parish Church. Application may be made by requesting an Application Form from the school by email, downloading from the school website or by collection from the school office. All applications must be returned during the time specified above.

Information required on the application form includes:

- ❖ Pupil's name, date of birth, address and Eircode
- ❖ Pupil's PPSN number (Personal Public Service Number)
- ❖ Pupil's Nationality and First language
- ❖ Names, addresses and signatures of pupil's parent(s)/guardian(s)
- ❖ Contact details of parent(s)/guardian(s)
- ❖ Details of any medical conditions of which the school should be aware of
- ❖ Pre-school attended (optional).
- ❖ Any other relevant information (including any other such information as may be prescribed under the Education Welfare Act, 2000) and Department of Education and Skills Primary Online Database (POD) Information.

The Board of Management is bound by the Department of Education and Skills' Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with the school Admission Policy. All applications are accepted in order to ascertain how demand can be best met.

Depending on the number of children that can be accommodated in Junior Infants in any given year, **a cut-off date will be established based on the date of birth of the child- priority is given to oldest applicant.** This date will be decided by the Board of Management each year in late November/early December, based on the number of applications received.

Following the closing date of receipt of completed applications the Board of Management will commence offering places within 21 days of the closing date for receipt of applications as per the Annual Admissions Notice. Place offers will be made by post or email to successful applicants.

Parent(s)/guardian(s) must confirm their child's place with all requested documentation (as specified in the letter of offer) on or before the stated closing date or the child's place will be forfeited.

Unsuccessful applicants will be informed in writing as to the decision of the Board of Management within the timeline outlined in the Annual Admissions Notice. See **Section 9: Notifying applicants of decisions** for further details.

Using the agreed criteria-

- ❖ the names of the unsuccessful parish/sibling applicants will be placed on a waitlist in order of date of birth - **waitlist 1**
- ❖ the names of the unsuccessful staff applicants will be placed on a waitlist in order of date of birth - **waitlist 2**
- ❖ Late applicants for category 1 will be placed on a waitlist in the order that they are received - **waitlist 3**
- ❖ Late applicants for category 2 will be placed on a waitlist in the order that they are received- **waitlist 4**
- ❖ Non-parish applicants will be placed on a waitlist in order of date of birth - **waitlist 5**
- ❖ Late applicants for category 3 will be placed on a waitlist in the order that they are received- **waitlist 6**

A meeting is held during the 3rd term for parent(s)/guardian(s) of children whose application are successful. This allows parent(s)/guardian(s) a chance to familiarise themselves with the school and its' policies. Parent(s)/guardian(s) and Junior Infant children are invited to visit an infant classroom in May or June of the year they are starting school. The parent(s)/guardian(s) should submit a **signed acceptance of the Carysfort National School Code of Behaviour** on or before this visit.

Application Procedure 2: Applications to existing classes - Junior Infants to Sixth class.

Applications will be accepted from October 1st on any given year. The same criteria will apply when accepting children into other years.

1. **Parish/Sibling (equal priority)**
2. **Staff**
3. **Non-Parish**

Category 1 applicants will be placed on a waitlist (**waitlist 1**) in the order of the date their application is received and will be offered a place when a vacancy arises.

Category 2 applicants will be placed on a waitlist (**waitlist 2**) in the order of the date their application is received and will be offered a place when a vacancy arises.

Category 3 applicants will be placed on a waitlist (**waitlist 3**) in the order of the date the applications are received and will be offered a place when a vacancy arises and there is no applicant on category 1 and 2 waitlists.

The applicant's number on their waitlist will be verified upon request.

The procedure 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:

- a) Complete and sign the school Application Form (by **both** parents/guardians where joint custody applies).
- b) Fill in the class in which the child is due to join the school.
- c) Attach an original Birth/Adoption Certificate.
- d) Complete details of primary education completed to date.

The school will acknowledge receipt of the application by email and will provide details of which waitlist the applicant is on and will contact the parent(s)/guardian(s) when a vacancy arises.

Additionally, in compliance with the Data Protection Acts (1988-2018) **the information provided on the application form** will be held on computer/hard file for school purposes only. No personal information on this form will be used for any other purpose. However, once a child is enrolled in Carysfort National School names, addresses, date of birth and PPSN number (Personal Public Service Number) will be issued to the Department of Education & Skills through the Primary Online Database (POD) for the purposes of grant payments and teacher allocation to schools and to TUSLA for child safeguarding referral purposes. The child's name will be issued to the Health Service Executive (HSE) for hearing, vision and dental testing or for public health purposes such as vaccinations. Where it is deemed necessary that additional supports are required to meet the needs of children with Special Educational Needs specific parental/guardian consent will be sought prior to submission to the NCSE or the Department of Education and Skills.