

# Admission Policy of Holy Trinity National School

School Address: Glencairn Drive, Leopardstown, Dublin 18

Roll number: 20190T

School Patron: Diarmuid Martin Archbishop of Dublin

Version Number	Date Approved	Approved By	Description
1	28.04.2020	Mary White	Admission Policy
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## **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 (BOM) of the school has consulted with school staff, the school patron and with parents/guardians of children attending the school.

The policy was approved by the school patron on 28<sup>th</sup> day of April 2020. It is published on the school's website and will be made available in hardcopy on request.

The relevant dates and timelines for Holy Trinity N.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.

## **2. Characteristic spirit and general objectives of the school**

Holy Trinity N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of the Archdiocese of Dublin which aims at promoting:

- (a) a 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 BOM of Holy Trinity NS 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 prescribed Religious programme for Catholic Schools in the Diocese is 'Grow in Love.'

Holy Trinity N.S. depends on the grants and teacher resources provided by the Department of Education and Science (DES) and operates within the regulations laid down, from time to

time, by the DES and Patron. School Policy must have regard to the resources and funding available.

The School adheres to Circular M21/04 and any subsequent circulars concerning the standardisation of the school year. Parents/guardians are informed of school closures at the commencement of each school year/term.

The BOM of Holy Trinity N.S. has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2017 which is based on Children First: National Guidelines for the Protection and Welfare of Children 2017. Copies of our "Child Safeguarding Statement" are available from the school office.

Pupils enrolled in Holy Trinity N.S. are required to co-operate with and support the school Code of Behaviour as well as other policies. A copy of the school Code of Behaviour is available to all parents. Parents/guardians are responsible for ensuring that their child(ren) co-operate with the policies in an age appropriate manner. In the unlikely situation of repeated serious misbehaviour, the school will follow procedures for suspension and expulsion as set out in the National Education Welfare Board (NEWB) guidelines. Parents/guardians who accept a place for their child in Holy Trinity N.S. will be required to sign an undertaking on the school application form to uphold the school Code of Behaviour and other policies.

School opening times are as follows:-

Junior Infants and Senior Infants:	8.50 am – 1.30pm
First Class to Sixth Class	8.50 am – 2.30pm

There are two break times during the day, the first from 10.30am to 10.40am, the second from 12.30pm to 1.00pm.

The school also follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). These curricular areas include Gaeilge, English, Mathematics, SESE (Social, Environmental and Scientific Education), SPHE (Social, Personal and Health Education), Arts Education and Physical Education. Within the context and parameters of the DES regulations and programmes, the rights of the patron as set out in the Education Act, in conjunction with the funding and resources available, the school supports the principles of

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **3. Holy Trinity N.S. Mission Statement**

Holy Trinity National School is a Catholic primary school under the patronage of the Archbishop of Dublin, established in 2005 to serve the needs of the children and families of the Sandyford parish.

#### **Curriculum**

We strive to cherish and challenge our pupils in a warm, safe and stimulating learning environment. We aim to provide a broad and balanced curriculum and to create a centre of excellence in which high professional standards are maintained.

Our curriculum, as outlined by the DES, aims to enable each child:

- To live a full life as a child and to realise his/her potential as a unique individual;
- To develop as a social being, through living and co-operating with others and so contribute to the good of society;
- To prepare for second level and further education;
- To become independent lifelong learners.

We encourage our pupils to appreciate the importance of the arts, music and sport in education as ways of knowing and understanding our world.

Tá meas mór againn ar ár n-oirdhreacht Ghaelach agus tá sé mar aidhm againn grá do Ghaeilge agus d-ár gcultúr Gaelach a chothú inár mic léinn.

#### **Partnership**

We value our relationship with parents/guardians and the local community. We respect the principle of parents/guardians as first educators and seek to work in partnership to provide the best possible education for our pupils.

We see our school as an integral part of the parish. In partnership with parents/guardians and the Church, we strive to nurture the Catholic faith through religious education, preparation for the Sacraments and through the ethos of the school.

#### **Ethos**

Our ethos is characterised by the spirit of warmth and friendliness through which we conduct our daily business and by the respect and dignity shown for all persons. We respect and accommodate diversity and we seek to provide an inclusive environment responsive to the needs of all.

### **4. Admission Statement**

Holy Trinity N.S. 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.

Holy Trinity N.S. 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.

## **5. Admission of Students**

Students must have reached four years of age by September 1<sup>st</sup> of the year commencing school.

This school shall admit each student seeking admission except where –

- (a) the school is oversubscribed (please see section 7 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.

Holy Trinity N.S. is a catholic school and may refuse to admit as a student a person who is not of catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

## **6. Children with Special Education Needs**

Holy Trinity N.S. is a mainstream school. It does not have a Special Class or a section for pupils with Autistic Spectrum Disorder (ASD). Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the SEN team.

It is essential that parents/guardians inform the school principal at the time of enrolment of the nature of any emerging special education needs. The principal and special education needs co-ordinator will liaise with parents/guardians to ensure all resource entitlements are requested from the DES to support the child's learning in the mainstream environment. Application for additional supports are to made to the NCSE (National Council for Special Education).

If the child is currently enrolled in another school, an up to date report will be sought from the child's parent/guardian.

## **7. 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:

1. Siblings and step-siblings of children already enrolled in the school and children resident in the parish.
2. Children of staff (the eldest child will have priority in the ranking)
3. Children residing outside the Parish (the eldest child will have priority in the ranking)

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:

A lottery will be conducted by a nominated member of the BOM in the presence of a teacher and a representative of the Parent Association. Student names will be placed in a box and the names will be drawn in order thus filling vacant places.

## **8. 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,
- (b) the payment of fees or contributions 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/guardians;
- (e) a requirement that a student, or his or her parents/guardians, 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. The only exception being that the siblings of pupils already enrolled in school, or having attended the school in the past are given priority as per enrolment criteria.
- (g) the date and time on which an application for admission was received by the school.

## **9. Decisions on applications**

All decisions on applications for admission to Holy Trinity N.S. 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 15 below in relation to applications received outside of the admissions period and section 16 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.

## **10. 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 20 below for further details).

## **11. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Holy Trinity N.S. The applicant's 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 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.

## **12. 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 Holy Trinity N.S. where—

- (a) it is established that information contained in the application is false or misleading.
- (b) 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.
- (c) 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
- (d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 11 above.

### **13. Sharing of Data with other schools**

Applicants/parents/guardians 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 BOM with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

### **14. 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 Holy Trinity N.S. 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 Holy Trinity N.S. 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.

### **15. Late Applications**

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will

be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 14.

### **16. 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:

A parent/guardian may seek application for their child at any stage during the school year. This can be done by completing an Admission of Student Form which is available from the school office.

If a place is not available in the school, the child will be placed on a waiting list for that particular year. Parents/guardians will be notified of the number of pupils already on the waiting list.

### **17. Procedure for admission of students after the commencement of the School Year**

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:

A parent/guardian may request an Admissions Form from the school office.

On receipt of completed Admissions Form the child's name will be placed on a waiting list.

If there is an outstanding waiting list for that year, the child's name will be placed at the end of the list. Parents/guardians will be notified of the number of pupils already on the waiting list.

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

The BOM of Holy Trinity N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

### **19. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents/guardians have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

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

## 20. Reviews/appeals

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

The parent/guardian of the student may request the BOM 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 BOM 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 BOM 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 BOM 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/guardian 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 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 BOM **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 BOM 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.

*Mary White*

Chairperson Board of Management.

September 18<sup>th</sup> 2020

*James Tobin*

Principal

September 18<sup>th</sup> 2020