**Admission Policy of Inchicore National School**

**School Address: Sarsfield Rd. Inchicore Dublin 10**

**Roll number: 20139T**

**School Patron: Catholic Archbishop of Dublin, Diarmuid Martin**

## **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 16/09/20. 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 Inchicore N.S. admission process will be/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:**

**Inchicore N.S. is a Catholic, co-educational (boys and girls) primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.**

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting;

1. The full and harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral, and spiritual aspects: and
2. a living relationship with God and 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 such 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 Inchicore 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.

Inchicore National School is a co-educational, Catholic, primary school providing education for boys and girls from aged 4-12 years in classes ranging from Junior Infants to Sixth class.

We aim to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

While Inchicore N.S. is a school with a Catholic ethos, it also has due recognition for all other religions.

Inchicore N.S. will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Inchicore N.S. will encourage the involvement of parents through home/school contacts and through their involvement in the Inchicore N.S. Parents Council.

The school caters for the full range of classes from Junior Infants to 6th class. It is an inclusive school and caters for children of all abilities. Staffing allocations changes from year to year according to the Department of Education and Skill’s regulations. In 2020 the staff consists of an administrative principal, 10 mainstream class teachers, 5 special education teachers an E.A.L. support teacher and a HSCL officer. Seven Special Needs Assistants are currently assigned to the school by the Department of Education and Skills to enable the inclusion of children with special educational needs. The Board of Management employs a secretary and caretaker and engages the services of an external cleaning service. These serve to support the administration, maintenance, security and upkeep of the school.

Inchicore National School operate under the Rules for National Schools and Department of Education and Skills (DES) guidelines. The school is staffed in accordance with the schedule laid out each school year by the DES. The school is funded by annual grants from the DES. This funding is supplemented each school year with contributions by parents for schoolbooks through the book rental scheme and art materials, pupil activities/ tours, School fundraising is coordinated by the parent’s council for identified projects and developments.

Inchicore National School follows the curriculum prescribed by the Department of Education (DES), which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. Pupils enrolled in the school are expected to participate in all aspects of the (secular) curriculum including the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, SPHE and Physical Education. Pupils are expected to co-operate with the school Code of Behaviour.

The school provides Religious Education for pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and pupils participate in the Grow in Love Programme for Religious Education (unless parents request non-participation in Religious Instruction). Catholic pupils participating in the religious education curriculum may also attend Mass and sacramental services in the church arranged in association with the Parish.

1. **Admission Statement**

Inchicore 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 religion 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 Traveller community ground of the student or the applicant in respect of the student concerned, 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 ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

The amendment below is made in January 2023 as instructed by the Department of Education

following the commencement of the Education (Provision in Respect of Children with Special

Educational Needs) Act 2022.

* Inchicore National School 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.
* Inchicore National School 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.

Inchicore 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.

Inchicore 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.

## **Categories of Special Educational Needs catered for in the special class**

Inchicore National School does not operate a specific special class for SEN pupils- all pupils are integrated into mainstream classes and may be allocated additional supports as sanctioned by the Department of Education

1. **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see *Section 6* below for further details)
2. a parent of a child, 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

## **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:

Category 1. Places will be allocated within this group In Date of Birth Order (Oldest first)

* **Siblings of children currently enrolled in Inchicore National School**

Aged 4 years with date of birth on/before 1st of April of application to start school

* **Children who reside in the Parish of Mary Immaculate/ Seven Oaks development**

Aged 4 years with date of birth on/before 1st of April of application to start school

Category 2.

* **Other children living outside the parish of Mary Immaculate or in the traditional areas of Kilmainham, Islandbridge and Lower Ballyfermot**

Aged 4 years with date of birth on/ before 1st of April of application to start school

Category 3

* **Other children from other surrounding areas**

Aged 4 years with date of birth on/ before 1st of April of application to start school

In the event that there are two or more students tied for a place or places in the school in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be given to the child who is oldest by virtue of the time of birth.

**IMPORTANT NOTE: LATE APPLICATIONS-** Applications for enrolment for junior Infants received after the registration process is complete in January of the year of school entry may be accepted and dealt with in accordance with the notice in Section 8 of this policy

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| **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: |

1. a child’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 child’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 in accordance with the provisions of section 62(9) of the act.

1. the occupation, financial status, academic ability, skills or aptitude of a child’s parents;
2. a requirement that a child, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
3. a child’s connection to the school by virtue of a member of his or her family attending or having previously attended the school; (except siblings currently enrolled- see section 6)
4. 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.

## **8. Decisions on applications**

All decisions on applications for admission to Inchicore National School will be based on the following:

* Our school’s Admission Policy
* The school’s Annual Admission Notice (where applicable)
* The information provided by the applicant in the school’s official application form received during the period specified in our annual admission notice for receiving applications

(Please see [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.

## **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 child is not offered a place in the school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the child’s ranking against the selection criteria and details of the child’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)

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

In accepting an offer of admission from Inchicore 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 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.

**All offers must be accepted in writing**

## **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 Inchicore 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 child**; or
4. an applicant **has failed to comply with the requirements of ‘acceptance of an offer’ as set o**ut in [section 10](#_Acceptance_of_an) above.

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

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of 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).

## **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 children whose applications for admission to Inchicore 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 Inchicore National School is in the order of priority assigned to the child’s 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 children on the waiting list, in accordance with the order of priority in relation to which the children 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 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 applicant will be added to the waiting list as set out in Section 13.

After the initial round of offers of places to those who have applied with the specified timeframe have been completed, and in the event of further places becoming available ( due to withdrawals or change of mind), the BOM reserves the right to prioritise at this stage offers to late applicants from Mary Immaculate parish in cases where there is a valid reason for not completing an application for admission within the January timeframe stated in the Admission Notice.

## **15. Procedures for Admission to classes (other than Junior Infants) and for Admission 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 will be admitted to classes other than the schools intake group subject to a space being available. In the event of non-admission classes being over-subscribed the same admissions criteria will apply in establishing priority as applies to the intake class.

1. Application will be made on the official application form for enrolment in Inchicore National School
2. Applicants must indicate their acceptance of compliance with the schools Code of Behaviour and the Anti-Bullying Policy specifically and general acceptance of other school policies.
3. The pupil has completed the relevant stages of education prior to the class applied for.
4. The applicant will be required to provide relevant academic and behaviour reports from the school from which the applicant proposes to transfer.
5. Submitting inaccurate information on an application form or in accompanying documentation will render the application void.
6. Written notification of the decision to enrol will be issued to the parents within 21 days of receipt of the application.
7. Acceptance of the offer must be made in writing within 14 calendar school days. Failure to do so may result in the place being forfeited or reallocated.

**Inchicore National School pupils returning from approved specialised education placements** (i.e. Reading/ Language Unit) in another school are re-admitted upon application.

**Pupils seeking admission or re-admission following placement in a special school or mainstream educational setting** will be admitted subject to the availability of places and subject to an accompanying report from professional services involved with the child demonstrating that the child can meaningfully integrate into and benefit from a mainstream educational setting. In such cases and as deemed necessary Inchicore National School will seek to have the educational supports i.e. SNA/assistive technology in place in advance of the enrolment of the child.

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

The Board of Management of Inchicore 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.

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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) to discuss how the request may be accommodated by the school. |

## **18. Reviews/Appeals**

**Review of Decisions by the Board of Management**

The parent of the child 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 child 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 **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.

**Inchicore National School**

**ANNUAL ADMISSION NOTICE**

**in respect of admissions to the 2024/2025 school year**

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A copy of the school’s **Admission Policy** and the **Application Form for Admission** for Inchicore National School is available as follows: –

On the school website.

On request: by emailing the secretary at office@inchicorens.ie by collection from the secretary in the school office.

By writing to the Principal, Inchicore National School, Sarsfield Rd. Inchicore Dublin 10.

**Admissions to Inchicore N.S. school year 2024/25**

**Application and Decision Dates for Admission to Inchicore National School**

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| --- | --- |
| The school will commence accepting applications for admission on | Wednesday November 1st |
| The school shall cease accepting applications for admission on | January 31st |
| The date by which applicants will be notified of the decision on their application is | February 28th |
| The period within which applicants must confirm acceptance of an offer of admission is | Three Weeks |

The number of places available in Junior Infants for 2024/25 academic year is 23.

***Note:*** the school will consider and issue decisions on late applications in accordance with the school’s admission policy.

**Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**