



Pobalscoil Neasáin

Admissions Policy

Introduction

The admissions policy of Pobalscoil Neasáin is prepared in the context of relevant legislation including the Education Act 1998 and the Education Welfare Act 2000. The Board of Management hopes that this policy will assist parents and students in their choice of school and with any issues regarding admissions and enrolment. This policy is available on the school website www.psn.ie and on request from the school office.

Pobalscoil Neasáin as a Community School

The control and management of the school is vested in the Trustees who together with the Board of Management (including the Principal) and the Minister for Education and Skills are under a legal obligation to ensure that the school is managed according to the Deed of Trust. The Trustees of Pobalscoil Neasáin are (i) The Irish Sisters of Charity (ii) The Irish Christian Brothers and (iii) The City of Dublin ETB. The deed of Trust states that the Community School provides “a comprehensive system of education to all the children of the community and that its admissions policy is to be published in the catchment area or community”

Characteristic Spirit

The mission of Pobalscoil Neasáin is to provide a caring and committed atmosphere in which the partnership of staff, parents and students enables our students to achieve their full potential. This partnership aims to foster the holistic development of all our students in a supportive, safe environment of mutual respect, which develops the uniqueness of each student.

We aim to prepare our students for the rich and varied challenges, which the journey of life may present in a pluralist society.

Principles of Policy

The Board of Management of Pobalscoil Neasáin has set out its admission policy in accordance with the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act and the Deed of Trust. The Board of Management does so to assist parents in relation to enrolment matters and that furthermore, the chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from the policy.

Against this background and ethos, the key principles outlined in the Education Act (S 15 2d) under-pin our Admission Policy.

These are:

- ❖ Parental choice in relation to choice of school having regard to the characteristic spirit of the school (Section 15d Education Act). The Act requires the Board of Management to “uphold the characteristic spirit of the school ethos as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values which are characteristic of the school.”
- ❖ Inclusiveness, encompassing reasonable provision and accommodation for students with a disability or other special education needs.
- ❖ Equality with respect to maximum access and participation in the school.
- ❖ Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Admission of a child to a recognised school

1. From the date of the commencement of S.19 of the Education Welfare Act 2000, the Board of Management shall not refuse to admit as a student in this school any child, in respect of whom an application to be so admitted to has been made, except where such refusal is in accordance with this policy.
2. The parent of a child who has made an application shall provide the school with such information as outlined in the application form. As soon as is practicable, but not later than 21 days, after a parent has provided the information, the BOM of the school shall make a decision in respect of the application concerned and inform the parent thereof.

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

The student has special needs such that even with additional resources available from the Department of Education & Science the school cannot meet such needs and also provide the student with an appropriate education or

In the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or school property.

First Year Enrolment

- ❖ The applicant must have reached 12 years of age by 1st January of their first year.
- ❖ A copy of the applicant's birth certificate must accompany his/her application.
- ❖ All applicants should have completed a full course of primary education or have followed an approved course.
- ❖ Parents/Guardians are required to contact the school in advance of the admissions process if their child has particular educational needs so that the school can establish the resources required
- ❖ The number of places to 1st Year students will be set each year by the Board of Management. The Board reserves the right to maintain reduced numbers in classes.
- ❖ In offering enrolment priority and preference will be allocated to applicants on the basis outlined in this policy.

School Capacity and compliance with Health and Safety requirements impose imperatives that enrolment cannot exceed the intake levels set annually by the Board of Management. Therefore, if the number of applicants in any year exceeds the set intake limit, a waiting list will be established. The waiting list will lapse after the first week of the first term.

Procedures for First Year Enrolment

The enrolment process is by way of written application through either:

(A) The CAPPED Application Form

(CAPPS Central Applications Post Primary Schools Education Association)

(B) Non-CAPPED Application Form

(A) Applications through the CAPPS application form

- ❖ The CAPPS Application form is distributed to sixth class students of primary schools in the CAPPS Education Association in September. A list of primary school in the CAPPS Education Association is provided in Appendix 1.
- ❖ This form is returned to the child's primary school by a date published by the CAPPS Education Committee.
- ❖ The completed form is forwarded to POBALSCOIL NEASÁIN by the CAPPS Educational Committee (by the first week of November, approximately.)
- ❖ Letters of conditional acceptance are sent by the school to all successful applicant parents, together with a registration form, data input form and code of discipline.
- ❖ Parents intending to accept a place for the child are requested to return forms by a designated date.

(B) Students not applying through the CAPPS application form

Applications will be processed according to the same timetable as the CAPPS applications.

- ❖ A separate Application Form is provided by the school for these applicants (Appendix 2)

❖ **Admission criteria for First Year Entrants**

The Board of Management of Pobalscoil Neasáin retains the right and discretion to determine the number of pupils to be accepted by the school each year and for any class/year group. Enrolment is limited by school capacity and by the requirements of the school curriculum.

The following criteria will apply with regard to enrolment:

Pobalscoil Neasáin will give preference in the following order to student application:

1. Students attending schools in the parishes of Bayside, Baldoyle, Sutton or Howth who select Pobalscoil Neasáin as their choice on the CAPPS application form.
2. Siblings of students attending Pobalscoil Neasáin who select Pobalscoil Neasáin on the CAPPS form.
3. Students resident in the parishes of Bayside, Baldoyle, Sutton or Howth who are not attending a CAPPS school.
4. Students attending schools in the CAPPS area who select Pobalscoil Neasáin as their choice on the CAPPS form
5. Students resident in the CAPPS area but attending a non-CAPPS school.
6. Students resident and attending a school outside the CAPPS area
7. Students attending CAPPS schools that have not selected Pobalscoil Neasáin as their choice on the CAPPS form.
8. Applications received after the closing date for the CAPPS Application form (Generally 1st October).

Processing of applications:

Non-CAPPS application forms will be processed only when the non-CAPPS have been received and processed (normally end of October... 17th October 2018). In the event of the number of applications exceeding the number of places available in any of the above categories, allocation of places will be done on a lottery basis. This lottery will be conducted under the supervision of the Chairperson of the Board of Management together with an outside independent observer.

For incoming first years 2019 the number of places is set at 104. This was adjusted to 152 in consultation with the Chairperson on 18/10/2018.

Successful applicants will be informed in writing of the conditional offer of a school place and asked to accept in writing by completing a registration form.

Acceptance of the Code of Behaviour

It is a condition of enrolment that the School's Code of Behaviour and other policies (and as may be amended from time to time) are accepted. This is done by signing the relevant section of the "acceptance of place" form. The Code of Behaviour and other policies are available on www.psn.ie or from the school office.

Applicants who have not been successful will be informed and will be advised of their right to appeal in the first instance to the Board of Management and their further right to appeal under Section 29 of the Education Act.

Operation of waiting list:

In the event of the number of places being oversubscribed, and following the first round offer of places, a waiting list will be formed. Applicants who have not been successful in obtaining a place will be asked to reply in writing as to whether they wish to be placed on such a list. A date will be given for applicants wishing to be placed on the waiting list. The criteria as listed in Sect.7 will apply in forming the waiting list. In the event that any particular category is oversubscribed the order of the waiting list will be determined by lottery.

In the event of further applications received following the formation of the waiting list, a supplementary waiting list will be formed. The order of precedence on this supplementary list will be order of receipt of application.

Information Evening, Entrance Assessment and Class placement

- ❖ Parents whose children have been offered a place in POBALSCOIL NEASÁIN are expected to attend an information evening prior to the child attending the school.
- ❖ The CAPPS Education Committee sets the entrance assessment date. All applicants are required to attend this assessment.
- ❖ The decision regarding the appropriate class placement will be determined by the school management in consultation with parents/guardians.

Class Numbers:

Leaving Certificate Applied

The LCA 1 & 2 classes for will be limited to a total enrolment of 17 students. Thus is in recognition of the needs of the students in this class.

Junior Certificate and Leaving Certificate Class Numbers:

The following limits will be placed on class size:

General Subjects 30 students per class
Practical classes 24 students per class

Home Economics 20 students per class

Special Educational Needs

Enrolment of Children with Special Needs

Pobalscoil Neasáin welcomes pupils with special educational needs and will endeavour to ensure that all our students can participate in school life in so far as is reasonably possible.

The school may make a different provision in respect of the organisation of sporting events or sporting facilities.

In order to have information relevant to providing for the needs of students with special educational needs the school management will seek recent records and reports of the student's needs and the resources required to meet them.

The Board may request a copy of the child's medical and/or psychological report.

The school will meet with the parents to discuss the student's needs and the school's suitability or capacity in meeting these needs.

While fully supporting parents' and guardians' right to have a school of their choice for their children, attendance may need to be deferred until the recommended resources are in place.

- ❖ Parents/Guardians are required to contact the school in advance of the admissions process if their child has particular educational needs so that the school can establish the resources required

(See 1st Year Enrolment procedures)

In particular circumstances an application to enrol may be refused if it is the opinion of school management that even with extra resources provided by the DES that the school cannot provide an appropriate education for the applicant.

Application to transfer from another second level school

The Board of Management will make every reasonable effort to facilitate a student seeking to transfer to Pobalscoil Neasáin. The Board reserves the right to limit the number of places available in any given programme or class.

Places will be offered if vacancies have arisen and if the school management considers that it is advisable to do so.

References, education records and behaviour records will be sought in each case from the pupil's previous school/schools. It is necessary that the applicant's behaviour record is deemed complementary to the order, discipline and educational welfare of existing students and that the enrolment of the applicant is considered beneficial to the applicant's continuing education.

Where it is established that a student's behaviour is unacceptable in their previous school/schools, the Principal, in conjunction with the Board of

Management, may decide not to accept such a student in the interest of the general school community.

An application to enrol may be refused if in the opinion of the school management that such an enrolment would pose a threat to health and safety and pose an unacceptable risk to staff, students or property.

Decision Making Process:

Decisions regarding admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in accordance with the school's admission policy. The Principal may refer any application to the Board for decision.

Right of Appeal: Where a student is refused admission to the school their parents will be advised of their right to appeal that decision to:

- In the first instance the Board of Management
- In the second instance the Secretary General of the Department of Education and Science under Section 29 of the Education Act.

Ratified by the Board of Management on the 23rd of February 2012

**Amended 8/5/2014
Amended 4/12/2014
Amended 26/5/2015
Amended 20/10/2015
Amended 28/4/2016
Amended 22/9/2016
Amended 9/2/2017
Amended 15/6/2017
Amended 3/10/2017
Amended 19/10/2017
Amended 12/6/2018
Amended 18/10/2018**

Appendix 1

List of schools in the Central Applications Post Primary Association Education Committee (CAPPS)

Primary

1. Belmayne Educate Together
2. Burroiw N.S.
3. Gaelscoil Mide
4. Holy Trinity SNS
5. Kinsealy N.S.
6. North Bay N.S.
7. Pope John Paul II
8. Scoil Aine
9. Scoil Cholmcille
10. Scoil Eoin
11. Scoil Mearnog
12. Scoil Mhuire Howth
13. Scoil Mhuire/Iosaif Bayside
14. Scoil Neasáin Harmonstown
15. Springdale NS
16. St Andrews Malahide
17. St Benedicts Raheny
18. St Brendans Artane
19. St Brigids BNS Killester
20. St Brigids GNS Killester
21. St Eithnes Edenmore
22. St Fintans NS Sutton
23. St Francis of Assisi Belmayne
24. St Helen's Portmarnock
25. St Laurences NS Baldoyle
26. St Malacxhy's BNS Edenmore
27. St Oliver Plunkett NS Malahide
28. St Pauls Ayrfield

Second Level

1. Ard Scoil La Salle
2. Donahies C.S.
3. Gaelscoil Reachrann
4. Grange Community College
5. Portmarnock C.S.
6. Manor House Secondary School
7. Pobalscoil Neasáin
8. Santa Sabina Dominican College
9. St Fintan's High School
10. St Mary's Holy Faith Killester
11. St Marys's Secondary School, Baldoyle
12. St Paul's College

Appendix 2

Sample Application form for applicants applying outside the CAPPS form.

<u>SAMPLE ONLY see www.psn.ie</u>		
<u>POBALSCOIL NEASÁIN</u>		
Baldoyle, Dublin 13 (01) 8063092		
<u>1st Year Application – Outside CAPPS</u>		
APPLICANT INFORMATION		
Name:		
Date of birth:	PPSN:	
Current Address:		
Country of Birth:	Religion:	
Home Tel:	Mobile Tel:	
Primary School Attended:		
Present Year:	Year for which you are applying:	
PARENT/GUARDIAN INFORMATION		
Mother's Name:	Father's Name:	
Maiden Name:		
Home Tel:	Home Tel:	
Mobile Tel:	Mobile Tel:	
Work Tel:	Work Tel:	
Preferred Correspondence Title(s):		
Emergency Contact (in the event that we cannot contact either above i.e. Grandparents/Aunt etc.)		
SPECIAL EDUCATION INFORMATION		
Please tick as appropriate if your child has been diagnosed with any of the following or if it has been recommended by school for assessment in any of the following areas:		
	YES	NO
Any form of Physical Disability		
Any form of Hearing Impairment		
Any form of Visual (Sight) Impairment		
Any form of General Learning Disability		

SAMPLE ONLY see www.psn.ie

POBALSCOIL NEASÁIN

Baldoyle, Dublin 13 (01) 8063092

1st Year Application – Outside CAPPs

Any form of Specific Learning Disability		
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Any form of Speech or Language Disorder		
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Any form of Emotional or Behavioural Disorder		
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Any form of Autistic Disorder		
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Please Specify:

Does your child have an exemption from Irish:

(If yes, Please attach copy)

Has your child ever received a psychological report/OT report:

(If yes, Please attach copy)

Has your child attended a resource/remedial teacher in the past:

Any other relevant information:

HEALTH INFORMATION

GP's Name:

Address:	Phone:
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Any Health Concerns/ Conditions:

Medication:

Medical Card Holder:	Yes		No	
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CONSENT

In accordance with Dept. Education & Skills' guidelines, the Board of Management must seek permission in the following areas:

SAMPLE ONLY see www.psn.ie

POBALSCOIL NEASÁIN

Baldoyle, Dublin 13 (01) 8063092

1st Year Application – Outside CAPPs

- a. DES Database: I give permission for Pobalscoil Neasáin and the Dept. of Education & Skills to retain personal information about my child for purposes as outlined in DES circular 047/2010 (a copy of which is available at www.education.ie.)
- b. In the event of a critical incident involving the school community, I give my permission for my son/daughter to receive counseling by an outside agency, if required.
- c. I give permission for the use of school related photographic images which include my son/daughter on the school website or in other publications.
- d. I understand, accept and agree to the aims and rules of Pobalscoil Neasáin as stated in the school's Admissions Policy and Code of Behaviour (available on our school website: www.psn.ie).
- e. I agree to monitor my child's progress through the school journal.

Signature of Applicant:		Date
Signature of Parent/Guardian:		Date
Signature of Parent/Guardian:		Date
Checklist, have you:	Completed all sections of Application Form	<input type="checkbox"/>
	Enclosed copies of relevant Reports/Exemptions	<input type="checkbox"/>
	Enclosed copies of most recent school reports	<input type="checkbox"/>

For Pobalscoil Neasáin office use only:

Date received:	Notes:
School Reports received:	Assessment Reports received: