Admission Policy of Pobalscoil Neasáin

School Address: School Lane, Baldoyle, Dublin 13

Roll number: 91342R

School Patron/s: Irish Sisters of Charity, Irish Christian Brothers, City of Dublin Education and Training Board (CDETB)

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 15/12/2022. 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 Pobalscoil Neasáin admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

Pobalscoil Neasáin will cooperate with the NCSE 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.
Pobalscoil Neasáin will comply with any direction served on the boards or the patron under section 37A and 67(4)(b).

2. Characteristic spirit and general objectives of the school

Pobalscoil Neasáin is a recognised co-educational, multi-denominational school post-primary school under the joint patronage of (i) The Irish Sisters of Charity (ii) The Irish Christian Brothers and (iii) The City of Dublin ETB (CDETB).

Community Schools provide a comprehensive system of post-primary education open to all children of the local community. An innovative approach to delivery of a wide-tanging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on1st September 1980 as a greenfield site school. The values of City of Dublin ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Irish Sisters of Charity and the Irish Christian Brothers are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Pobalscoil Neasáin are care, respect, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion,/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity to enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school Pobalscoil Neasáin provides all our students with equal opportunities to engage with the curriculum, school life and the local community. All our policies are underpinned by the values we have chosen to represent our characteristic spirit "Meas, Díograis agus Dea-Chroí".

Our school, Pobalscoil Neasáin, provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Pobalscoil Neasáin, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

3. Admission Statement

Pobalscoil Neasáin 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.

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

Special Class: N/A

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those

applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

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. Siblings of students attending Pobalscoil Neasáin who select Pobalscoil Neasáin on the Central Application Post Primary (CAPPS) form.

2. Students attending the following schools, who select Pobalscoil Neasáin as their choice on the Central Application Post Primary (CAPPS) application form.

St Laurences's N.S. Baldoyle

Scoil Mhuire & Iosaif Bayside

St Fintan's N.S. Sutton

Burrow N.S.

Scoil Mhuire Howth

Scoil Eoin Kilbarrack

3. Students resident in the Baldoyle, Bayside, Kilbarrack, Sutton and Howth who are not attending a CAPPS school (proof of address to be supplied).

4. Siblings of students attending Pobalscoil Neasáin who are not attending a CAPPS school.

5. Children of Pobalscoil Neasáin daytime staff

6. Students attending the following schools who select Pobalscoil Neasáin as their choice on the CAPPS form:

Belmayne Educate Together

Drumnigh Primary Montessori School

Gaelscoil Míde

Holy Trinity SNS

Killester Raheny Clontarf ETNS

North Bay NS

Scoil Áine

Scoil Assaim, Raheny

Scoil Cholmcille

Scoil Neasáin Harmonstown

Springdale NS

Stapolin ETNS

St Bendict's Raheny

St Brigid's BNS Killester

St Brigid's GNS Killester

St Eithnes Edenmore

St Francis of Assisi Belmayne

St Malachy's BNS Edenmore

St Paul's Ayrfield

7. Students attending the following schools who select Pobalscoil Neasáin as their choice on the CAPPS form:

Kinsealy NS

Pope John Paul II

Scoil Mearnóg

St Brendan's Artane

St Helen's Portmarnock

St. Andrews Malahide

St Oliver Plunkett Malahide

Portmarnock/Malahide Educate Together

8. Students resident in the wider Dublin 13 & Dublin 5 area but attending a non-CAPPS school.
9. Students resident and attending a school outside the Dublin 13 & Dublin 5 area
10. Students attending CAPPS schools that have not selected Pobalscoil Neasáin as their choice on the CAPPS form.

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:

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 independent observer.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than in the case of siblings attending (See selection 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 applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Pobalscoil Neasáin 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 / CAPPS 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 in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

In accepting an offer of admission from Pobalscoil Neasáin 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.
Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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 Pobalscoil Neasáin where—

(i) it is established that information contained in the application is false or misleading.
(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. Sharing of Data with other schools

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

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Pobalscoil Neasáin

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 Pobalscoil Neasáin is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act
Late applicants will be processed in order of time and date of receipt. In the event of oversubscription applications will be placed on the waiting list in order of time and date of receipt.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

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, year group, subject or class.

Applications should be submitted in writing on the appropriate application form (Junior or Senior). Closing date for applications for the following academic year will be 1st May.

Applications will prioritised as follow:

1. Students resident in the areas of Baldoyle, Bayside, Kilbarrack, Sutton and Howth

2. All other applicants

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.
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.

In the event of oversubscription a waiting list for any year group will be formed as per Section 14.

Applications received after 1st May will be processed and considered in order of time and date of receipt.

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.

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:

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, subject or class.

Applications should be submitted in writing on the appropriate application form (Junior or Senior). Applications will be considered in priority of date/time of receipt.

When considering such an application to an appropriate match to the subjects currently being studied will be taken into account, if the application is for 2nd,3rd,5th or 6th year.

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.

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

The board of Pobalscoil Neasáin 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

Pobalscoil Neasáin offers religious education in all year groups as it promotes the holistic development of students and can contribute to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- Religious instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of

management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Any request to review should be submitted in writing to the Secretary Board of Management within 14 days of the date of receipt of the refusal to enrol.

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.

Approved by Patrons & Ratified by the Board of Management of Pobalscoil Neasáin