



St. Anne's National School,
Shankill,

Co. Dublin.

Telephone: 2825565

Admission Policy for the Academic Year 2020/2021

Introduction

This Admission Policy for St. Anne's N.S. has been prepared and ratified by the Board of Management (BoM) and operates in accordance with Rules for National Schools and other relevant circulars, amendments and regulations as decreed by the Department of Education & Skills.

This policy explains the admission procedures prepared by the BoM, as stated in the Education Act, 1998.

General Information about the School

- St. Anne's N.S., Stonebridge Road, Shankill, Dublin 18, D18AV61
- Tel: 01 282 5565;  www.stannesshankill.com
-  St. Anne's Primary School in Shankill;  @followstannes
- Patron: Archbishop Diarmuid Martin; Chairperson: Mr. Justin Kilcullen; Principal: Mr. John Fingleton

St. Anne's N.S. is a Roman Catholic school under the patronage of the Catholic Archbishop of Dublin. It is a mixed (boys and girls) school with the full stream of classes (Junior Infants to 6th class) being taught. At present, there are twenty-seven teachers on staff (Principal, nineteen Class Teachers, seven Special Education Teachers), seven Special Needs Assistants, all supported by a team of five ancillary staff.

School opens at 8.50 a.m. and closes at 2.30 p.m., except for Junior and Senior Infants for whom school ends at 1.30 p.m.

The school is funded by the grants, which are paid to the Board of Management by the Department of Education and Skills (DES) and by other agencies and the school operates within the rules and regulations set by the DES. St. Anne's N.S. 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.

Half an hour per day is allocated to the teaching of the Catholic religion programmes including the preparation of the children for the Sacraments of Reconciliation, First Holy Communion and Confirmation. 'Grow in Love' is the religion programme used in the school.

Parent(s)/Guardian(s) who request their child to not participate in religious instruction will be accommodated sensitively and appropriately by our school in consultation with the wishes of each child's parent(s)/guardian(s). The alternative accommodation will be agreed mutually on a case-by-case basis. Inclusivity and respect for children of other faiths and those of no faiths will form the foundation of any and all such arrangements. Any arrangements will not result in a reduction of a school day for such students.

Section A

The enrolment policy is set out:

- in accordance with the provisions of the Education Act 1998;
- considering the rights of the Patron as set out in the above Act;
- within the context and parameters of the DES regulations and programmes;

and

- bearing in mind the funding, facilities and resources available.

St. Anne's 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.

The school supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or special educational need;
- equality of access and participation in the school;
- parental choice in relation to enrolment;
- respect for the diversity of values, beliefs, traditions, language and ways of life in society.

While recognising the rights of parent(s)/guardian(s) to enrol their child in the school of their choice (Education Act 1998, Section 15:2), the Board of Management equally strives to respect the rights of the children already enrolled. This requires the Board of Management making balanced judgements guided by the principles of natural justice and the best interests of all children being considered.

Section B

Considering these factors, the Board of Management reserves the right to determine the maximum number of children ordinarily accommodated in each classroom bearing in mind the following:

- size of the classroom and available space; the educational needs of children of a particular age; presence of children with special educational / behavioural needs; DES guidelines and directives on class size; multi-grade classes.

This school shall admit each student seeking admission except where -

- a) the school is oversubscribed
- 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 a code by the student

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 student's prior attendance at a pre-school or pre-school service;
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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 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).

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 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 above.

Within the parameters outlined herein, the school's enrolment policy will be administered by the Principal.

Section C

Admission Policy for New Intake (Junior Infants for September 2021)

The school will accept a maximum of 60 children into Junior Infants for September 2021. If the number of children seeking enrolment exceeds the number of places available, the Board of Management will consider the following (in order of priority): the relevant category (see below) & the age of the child within each category.

In all cases, children must also have reached the appropriate age.

Where two children in the same category share the same birth date, a lottery will decide which child is to be offered a place first. The designation of any cut-off date is at the discretion of the Board of Management and may vary from year to year depending on the demand for places.

Using that cut-off date, first round offer of places is then issued in accordance with the criteria below:

1. Brothers and sisters of children already enrolled in the school (at time of processing enrolment applications)
2. Children who reside within the catchment area of the school (at time of processing enrolment applications) - see 'Catchment Area Map' on our School Website
3. Children living outside the catchment area (at time of processing enrolment applications), but within the parish
4. Children from other areas (at time of processing enrolment applications) not covered in categories 1-3 above.

The Board of Management reserves the right to admit the children of staff members at any time. Enrolment is subject to verification of the child's address at the time when offers are made.

Applications for enrolment on behalf of Junior Infants should be made between the 2nd day of November 2020 and the 23rd day of November 2020 (inclusive). During this time, parent(s)/ guardian(s) are invited to call to the school office for an application form or can download it from our website. This policy is also available on our website. Application forms should be completed and returned **with a birth certificate** to the school before 2pm on the 23rd day of November 2020.

Existing applications for enrolment (incoming Junior Infants) received by the school prior to December 31st, 2016 will remain valid. **However, you are required during the above enrolment period, to update your child's enrolment details with our office.** Since January 1st, 2017, no new applications for enrolment on behalf of the incoming Junior Infants will be accepted except during the specified dates in November of each year.

Please note: This school does not operate on a 'first come, first served' basis.

Cognisance shall be made of separated parents and any possible dual address issues. The school where necessary will operate a 'waiting list' for the above purpose (for the school year concerned).

For the purposes of considering the enrolment of children (incoming Junior Infants) from categories listed above, the following shall apply:

- All children being enrolled in Junior Infants shall have reached their 4th birthday by **the last day of May** in the calendar year in which they are enrolled. The BoM reserves the right to move this date if considered necessary at any point.
- On application to the school, applications will be categorised in accordance with the principles (1-4) listed above.
- Should there be vacancies to be filled in Junior Infant intake classes when category 1 applicants have been granted, they shall be offered in turn to category 2, category 3 and category 4.
- Transfer from one category to another as result of address change - placement of the transferred application is determined by **date of transfer**, and NOT the date of the original application.

The residential address of applicants will be strictly checked. Please note that addresses of relatives are not acceptable. **Three forms of proof are required:**

1. Current proof of residency is required (e.g. legal document showing ownership of house, Revenue communication re: Local Property Tax or rental agreement / lease agreement of house / apartment).
 2. A current official correspondence from the Revenue Commissioners e.g. a Tax Certificate for the current year or correspondence from Child Benefit, Department of Social Protection
 3. A current utility bill - gas or electric is required.
- Once items of proof have been verified and the enrolment application process has been completed, items of proof provided will be destroyed. The sole and only purpose of requesting the above items is for verification of residential address.

Process regarding Decisions on Applications

On receipt of an application for enrolment, the school will write a letter / email confirming receipt of application. **This in no way guarantees a place in the school. No child is guaranteed a place until officially notified in writing that a place is being offered and the parent(s) / guardian(s) have accepted that offer in writing.** All parent(s) / guardian(s) who have applied (for incoming Junior Infants) will be contacted by post during December prior to the September entry. Where a space exists, the parent(s) / guardian(s) of the next applicant in line will be asked to supply multiple forms of proof of their home address to the BoM. If parent(s) / guardian(s) successfully supply multiple forms of proof, an offer letter / email will be issued that also contains a date by which the parent(s) / guardian(s) needs to accept the offer of such a place. Written acceptance of a place also confirms acceptance of the school's Code of Behaviour (which was enclosed with the Offer Letter / Email). Failure to accept the school's Code of Behaviour in writing will result in your child's application for enrolment being denied. In addition, failure to confirm acceptance of an offer by the date stated in the offer letter or providing false or misleading information (in a material respect) in your application will result in your application being refused.

All applicants will receive a decision regarding their enrolment application by Friday the 11th of December 2020. Where we are unable to offer your child a place, we will provide you with a reason and your position (if applicable) on the waiting list.

Introductory Meeting for Parent(s) / Guardian(s) of Incoming Junior Infants

A meeting for parent(s) / guardian(s) only may take place in May or June. In addition, newly enrolled children with their parent(s) / guardian(s) will be invited to visit the school in June for an afternoon. They will meet the principal, their class teachers and their fellow pupils and get a chance to see their classrooms. The school booklet, booklists and information about uniform will be issued.

Section D

Admission Policy for children from Senior Infants to Sixth Class

Students may transfer to the school from other schools' subject to the school's Enrolment Policy, the availability of places and in some cases, the approval of the Department of Education and Skills. In considering student transfers, the Principal (on behalf of the BoM), may ask for a reference from the student's current teacher and copies of school reports and Standardised Test results but only after enrolment in this school has been accepted (in line with Circular 0056/2011). The Principal will also contact the Principal of the other school for a report, as required by the Educational (Welfare) Act 2000 and the parent(s) / guardian(s) will be notified of the BoM's decision in writing within 21 days. This is in accordance with Rules for National Schools, where there is no change of address. The Principal shall request the pupil's PPS number, to facilitate the update of the POD system.

Where children leave the school to attend school elsewhere, no guarantee can be given that they may be re-enrolled in the school upon their return to Shankill. Depending on the current size of the class they seek to re-join, subject to current D.E.S. guidelines, re-enrolment may not be possible. Provision for previously enrolled children who have attended the Reading School or a SLI class, etc. and wish to re-enrol following finishing their time at these schools/classes will be accommodated where at all possible.

As stated above, the school accepts all applicants where we have places. If the number of children seeking enrolment exceeds the number of places available, the Board of Management will consider the following (in order of priority): the relevant category (see below), the date of application, the age of the child and the available space in any given class. In all cases, children must also have reached the appropriate age for the particular class grouping.

Where a space or spaces exist, offer(s) of places are then issued in accordance with the criteria below:

1. Brothers and sisters of children already enrolled in the school (at time of processing enrolment applications)
2. Children who reside within the catchment area of the school (at time of processing enrolment applications) - see 'Catchment Area Map' on our School Website
3. Children living outside the catchment area (at time of processing enrolment applications), but within the parish
4. Children from other areas (at time of processing enrolment applications) not covered in categories 1-3 above.

The Board of Management reserves the right to admit the children of staff members at any time. Enrolment is subject to verification of the child's address at the time when offers are made.

Parent(s) / Guardian(s) interested in applying for a place for their child are invited to call to the school office for an application form or can download it from our website. This policy is also available on our website. Application forms should be completed and returned with a birth certificate to the school office. When an application is received, it will be added to the appropriate category based on the criteria outlined in this policy.

Cognisance shall be made of separated parents and any possible dual address issues. The school where necessary will operate a 'waiting list' for the above purpose (for the school year concerned).

The residential address of applicants will be strictly checked. Please note that addresses of relatives are not acceptable. **Three forms of proof are required:**

4. Current proof of residency is required (e.g. legal document showing ownership of house, Revenue communication re: Local Property Tax or rental agreement / lease agreement of house / apartment).
 5. A current official correspondence from the Revenue Commissioners e.g. a Tax Certificate for the current year or correspondence from Child Benefit, Department of Social Protection
 6. A current utility bill - gas or electric is required.
- Once items of proof have been verified and the enrolment application process has been completed, items of proof provided will be destroyed. The sole and only purpose of requesting the above items is for verification of residential address.

Process regarding Decisions on Applications

On receipt of an application for enrolment, the school will write a letter / email confirming receipt of application. **This in no way guarantees a place in the school. No child is guaranteed a place until officially notified in writing that a place is being offered and the parent(s) / guardian(s) have accepted that offer in writing.** Where a space exists, the parent(s) / guardian(s) of the next applicant in line will be asked to supply multiple forms of proof of their home address to the BoM. If parent(s) / guardian(s) successfully supply multiple forms of proof, an offer letter / email will be issued that also contains a date by which the parent(s) / guardian(s) needs to accept the offer of such a place. Written acceptance of a place also confirms acceptance of the school's Code of Behaviour (which was enclosed with the Offer Letter / Email). Failure to accept the school's Code of Behaviour in writing will result in your child's application for enrolment being denied. In addition, failure to confirm acceptance of an offer by the date stated in the offer letter or providing false or misleading information (in a material respect) in your application will result in your application being refused. When accepting an offer from our school, you must indicate if you have accepted another offer from another school and if so provide us with the details of the other school. Where we are unable to offer your child a place, we will provide you with the related reason and your position (if applicable) on the waiting list.

Within the parameters outlined above, the school's enrolment policy will be administered by the Principal.

Section E

Certain information will be required when an application for enrolment is made. This will include prospective pupil's name; age; address *; names and addresses of child's parent(s) / guardian(s), details of medical needs **; contact numbers; (additional) contact numbers in cases of emergency;

* Parent(s) / guardian(s) enrolling a child in the school will be asked for proof of address at which the child is ordinarily resident before an application may be considered.

** The school asks to be made aware of the details of any medical / behavioural conditions (medical reports / psychological reports) that are already known in order to support each child effectively (see Section F also).

Enrolment is contingent on the completion and return of POD information form which includes the furnishings of the applicant's PPSN, followed by written confirmation to parent(s) / guardian(s). New

enrolments will be logged into POD using individual PPSNs. If a child enrolls in two (or more) schools, a PPSN conflict will be triggered and our school will be alerted of this. Parent(s) / Guardian(s) will then be contacted to clarify their position.

Section F

Enrolment of Children with Special Educational Needs

St. Anne's N.S. supports the principles of inclusiveness and equality of access and participation, within the context of Department of Education and Skills regulations and programmes, and within the funding and resources that are available. Each case will be examined carefully, as every child with special needs has specific educational and/or physical requirement(s). However, the teaching capacity and resources of the school may not be sufficient to respond adequately to the needs of some pupils.

Parent(s) / guardian(s) of children with special educational needs should advise the principal of St. Anne's of their child's specific needs so that the most appropriate learning environment for their child is established before commencing in the school. Subject to the following, no distinction is made between applicant children with special educational needs and applicant children without special education needs.

The Board of Management requests that medical/psychological assessments be made available to assist the school in establishing the educational and any other needs of the child relevant to his/her special needs and to profile the support services required (this will happen in accordance with Circular 0056/2011). Where such reports are not available, the Board of Management may request that the child be immediately assessed for the purpose of assisting the school in establishing the specific needs of the child relevant to his or her special needs. A profile of the relevant support services necessary may need to be furnished by the relevant authorities.

Following receipt of such reports, the Board of Management will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Department of Education & Skills and/or The National Council for Special Education, to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

The Principal, acting on behalf of the Board, will meet with the parent(s) / guardian(s) of the child to discuss the child's needs and the school's suitability in meeting these needs. If necessary, a full case conference involving all relevant parties (which may include parent(s) / guardian(s), Principal, Class Teacher, Psychologist and other professionals as appropriate) will be held.

The Board of Management reserves the right to refuse to enrol a pupil who would otherwise be entitled to a place, where there are exceptional circumstances. Exceptional circumstances would include situations where a pupil has special needs such that, even with additional resources provided by the Department of Education & Skills, the school is not able to provide the pupil with an "appropriate education".

Section G

Right to Appeal

The Board of Management of St. Anne's N.S. recognises a parent's right to appeal a refusal to enrol, through the Appeal Procedures under Section 29 of the Education Act 1998.

Section H

Board of Management

The Board of Management reserves the right to review, amend and append this policy to maintain the ethos of the school. Its decision is final and binding.

This policy was ratified by the Board of Management on the 11th of February 2020.

Mr. Justin Kilcullen
Chairperson of the Board of Management
St. Anne's N.S., Stonebridge Road, Shankill.

Mr. John Fingleton
Principal
St. Anne's N.S., Stonebridge Road, Shankill.