



St. Anne's National School,  
Shankill,

Co. Dublin.

Telephone: 2825565

## Admission Policy


### Section 1: 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. 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 students attending the school. The relevant dates and timelines for the 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 policy and application form for admission can be accessed on the school's website and this policy will be made available in hardcopy to any person who requests it. This policy was approved by the Archdiocese of Dublin Education Secretariat on the 23<sup>rd</sup> of January 2023.

### **Contacting the School:**

- St. Anne's N.S., Stonebridge Road, Shankill, Dublin 18, D18AV61
- Tel: 01 282 5565;  [www.stannesshankill.com](http://www.stannesshankill.com)
- Facebook: St. Anne's Primary School in Shankill; X: @followstannes
- Patron: Catholic Archbishop of Dublin
- Chairperson: Mr. Justin Kilcullen; Principal: Mr. John Fingleton

### **Section 2: Characteristic Spirit and General Information and Objectives of the School**

St. Anne's N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Catholic 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:

- (a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the students in the Catholic faith,

and which school provides religious education for the students in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Anne's N.S. 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.

As stated, it is a mixed (boys and girls) school with the full stream of classes (Junior Infants to 6<sup>th</sup> class) in addition to a Special Class for Autistic Students. There are twenty-seven teachers on staff (Principal, Eighteen Mainstream Class Teachers, one Special Class Teacher and seven Special Education Teachers), nine Special Needs Assistants, all supported by a team of five support and 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 students for the Sacraments of Reconciliation, First Holy Communion and Confirmation. 'Grow in Love' is the religion programme used in the school.

### **Section 3: Admission Statement**

St. Anne's N.S. is a school whose objective is to provide education in an environment which promotes Catholic 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.

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', '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 students 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 student in the school of their choice (Education Act 1998, Section 15:2), the Board of Management equally strives to respect the rights of the students already enrolled.

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

- size of the classroom and available space; the needs of students of a particular age; DES guidelines and directives on class size; multi-grade classes.

#### **Section 4: Admission of Students 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 regulations and programmes, and within the funding and resources that are available. Each case will be examined carefully, as every student with special needs has specific educational and/or physical requirement(s). However, the current human resource capacity and support resources of the school may not be sufficient to respond adequately to the needs of some students. Parent(s) / guardian(s) of students with special educational needs are invited to advise the principal of St. Anne's N.S. of their student's specific needs so that the most appropriate learning environment for their student is established before commencing in the school. Subject to the following, no distinction is made between applicants with special educational needs and applicants without special education needs.

The Board of Management encourages parent(s) / guardian(s) to make medical/psychological assessments, etc. available in order to assist the school in establishing the educational and any other needs of the student 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 student be immediately assessed for the purpose of assisting the school in establishing the specific needs of the student 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 and/or The National Council for Special Education, to provide the resources required to meet the needs of the student 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 student to discuss the student'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.

St. Anne's N.S. is a school which has a special class for autistic students, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. Details for admission to our Special Class is contained in our 'Admission Policy for the Special Class for Autistic Students'.

St. Anne's N.S. 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 students 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.

St. Anne's NS will comply with any direction served on the Board or the Patron under Section 37A and 67(4)(b).

### **Section 5: Admission of Students**

St. Anne's N.S. is a Catholic School and may refuse to admit as a student, a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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.

### **Section 6: Admission of Students for New Intake (Junior Infants)**

The school will indicate the number of places being made available in Junior Infants in the Annual Admission Notice. 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. The Board of Management will consider the following (in order of priority): the relevant category (see below) & the age of the student within each category (eldest student having priority). In all cases, students must also have reached the appropriate age.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories below (the number of applicants exceeds the number of remaining places), the following arrangements will apply: in the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply.

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. Siblings and stepsiblings of students already enrolled in the school (at time of processing applications) and students resident in the defined catchment area of St. Anne's N.S. - see 'Catchment Area Map' on our School Website.
2. Students of Staff at St. Anne's N.S.
3. Students living outside the defined catchment area of St. Anne's N.S. (at time of processing applications), but within the parish of St. Anne's.
4. Students residing outside the parish of St. Anne's (at time of processing applications)

Admission is subject to verification of the student's address at the time when offers are made.

**The dates the school will both commence and cease accepting applications for admission on behalf of Junior Infants will be stated in the Annual Admission Notice.** During this time, parent(s)/ guardian(s) are invited to complete an online application form (via our school website) and upload any required documents (including a birth certificate).

Cognisance shall be made of separated parents and any possible dual address issues. For the purposes of considering the admission of students (incoming Junior Infants) from categories listed above, the following shall apply:

- All students being enrolled in Junior Infants shall have reached their 4<sup>th</sup> 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 organised in accordance with the categories (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. **Two proofs of residency are required - Item 1 or 2 and Item 3 from list below:**

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 Student Benefit, Department of Social Protection
3. A current utility bill - gas or electric is required.

Once items of proof have been verified and the admission 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.

## **Section 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 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 (other than inclusion of our selection criteria based on siblings of a student attending our 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).

## **Section 8: Decisions on Applications**

All decisions on applications for admission will be based on the following:

- Our school's Admission Policy;
- The school's Annual Admission Notice;
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications.

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.

## **Section 9: Notifying applicants of decisions and acceptance of an offer of a place by an applicant**

On receipt of an application for admission, the school will send a confirmation of receipt of application. **This in no way guarantees a place in the school. No student 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 will be contacted in writing. Where a space exists, the parent(s) / guardian(s) of the next applicant in line will be asked to supply two forms of proof of their home address to the BoM.

If parent(s) / guardian(s) successfully supply two forms of proof, an offer 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 implies acceptance of the school's Code of Behaviour.

All applicants will receive a decision in writing regarding their application for admission by the date stated in the Annual Admission Notice. Where we are unable to offer your student a place, we will provide you with the reasons why they were not offered a place and details of the student's place on the waiting list for the school year concerned.

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

An information meeting for parent(s) / guardian(s) only may take place in May or June. In addition, newly enrolled students with their parent(s) / guardian(s) will be invited to visit the school in May or June for an open-afternoon. They will meet the principal, their class teachers and their fellow students and get a chance to see their classrooms.

### **Section 10: Acceptance of an offer of a place by an applicant**

When accepting an offer of admission from our school, you must indicate if you have accepted another offer of admission from another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned. You must also inform us as to whether or not you have applied for and are 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.

### **Section 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 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.

### **Section 12: Data and Sharing Data with other schools**

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

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

\*\*The school encourages parent(s) / guardian(s) to make us aware of the details of any medical / behavioural conditions (medical reports / psychological reports) that are already known in order to support each student effectively.

Admission 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 student 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. 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 13: Waiting list in the event of oversubscription**

As stated, 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 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 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.

### **Section 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 Admission Policy, the Education Admissions to School Act 2018 and any regulations made under the Act. Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available, after all students from Categories 1-4 that applied during the annual admission notice period have been offered places. In the event that there is no space available, the name of the applicant will be added to the 'Late Application Waiting List' (the name of the applicant will be added to the relevant category - where more than one student remains on this waiting list from the same category, the date of application will indicate priority).

### **Section 15: Procedures for Admission of Students from Senior Infants to Sixth Class 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: all applications for admission received for any class as outlined in the annual admission notice / section 5 and 6 above, will be considered and decided upon in accordance with this admission policy, the Education Admissions to School Act 2018 and any regulations made under the Act.

Students may transfer to the school from other schools' subject to the school's Admissions 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 admission 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. The principal shall request the student's PPS number, to facilitate the update of the POD system.

Where students 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 and subject to the conditions within this policy and current D.E.S. guidelines, re-enrolment may not be possible. Provision for previously enrolled students who have



attended the Reading School or a SSLI class, etc. and wish to re-enrol following finishing their time at these schools/classes will be accommodated where at all possible.

As stated, if the number of students seeking admission 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 student and the available space in any given class. In all cases, students 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. Siblings and stepsiblings of students already enrolled in the school (at time of processing applications) and students resident in the defined catchment area of St. Anne's N.S. - see 'Catchment Area Map' on our School Website.
2. Students of Staff at St. Anne's N.S.
3. Students living outside the defined catchment area of St. Anne's N.S. (at time of processing applications), but within the parish of St. Anne's.
4. Students residing outside the parish of St. Anne's (at time of processing applications).

Admission is subject to verification of the student's address at the time when offers are made (see Section 6 for specific details).

Parent(s) / Guardian(s) interested in applying for a place for their student are invited to make an online application via our school website. This policy is also available on our website. Application forms should be completed (via our school website) and any documents required should be uploaded. 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.

### **Decisions on Applications**

All decisions on applications for admission will be based on the following: our school's Admission Policy; the school's Annual Admission Notice; the information provided by the applicant in the school's official application form. 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. On receipt of an application for admission, the school will send a confirmation of receipt of application. **This in no way guarantees a place in the school. No student 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 two forms of proof of their home address to the BoM.

### **Notifying applicants of decisions and acceptance of an offer of a place by an applicant**

If parent(s) / guardian(s) successfully supply two forms of proof, an offer 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 implies acceptance of the school's Code of Behaviour.

When accepting an offer of admission from our school, you must indicate if you have accepted another offer of admission from another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned. You must also inform us as to whether or

not you have applied for and are 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 applicants will receive a decision in writing regarding their application for admission within three weeks of their application. Where we are unable to offer your student a place, we will provide you with the reasons why they were not offered a place and details of the student's place on the waiting list (for the specific year group) for the school year concerned.

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

The Board of Management 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.

### **Section 17: Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parent(s) / guardian(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 for such students. A written request should be made to the principal of the school. A meeting (either in-person; online or via a phone call) will then be arranged with the parent(s) / guardian(s), to discuss how the request may be accommodated by the school.

### **Section 18: Reviews and Appeals**

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

The parent or guardian of the student may request the Board of Management 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, in writing, by parent(s) / guardian(s) is three weeks from the date of the communication stating the refusal of admission. The 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.

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. 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 or guardian of the student may appeal a decision of this school to refuse admission. An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed. An

appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due 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. 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.

### **Policy Ratification**

In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents / guardians of students attending the school. 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.

The policy was approved by the school patron on 23/01/2023. This policy was ratified by the Board of Management on the 25<sup>th</sup> of April 2024. This policy will be reviewed by the principal and / or the Board of Management annually.

*Justin Kilcullen*

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

*John Fingleton*

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