

Admission Policy of St. Peter's NS

School Address: Excise Street, Athlone, Co. Westmeath. N37 XY50.

Roll number: 07722D

School Patron/s: Bishop Kevin Doran (Diocese of Elphin).

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 31st August 2020. 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 St. Peter's NS 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.

2. Characteristic spirit and general objectives of the school

St. Peter's NS is a Catholic Senior Girls Primary school with a Catholic ethos under the patronage of the Bishop of Elphin Kevin Doran. The school also caters for boys and girls with Mild General Learning Disability in a special class setting.

"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 pupil, 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 pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or 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. Peter's NS 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.

St. Peter's NS is a Catholic school embracing a multicultural community, committed to a holistic education, nurturing the dignity and value of each individual in an atmosphere of harmony, friendship and mutual respect.

We in St. Peter's NS promote inclusiveness particularly with reference to the enrolment of children with a disability or other special educational need. We promote respect for diversity of values, beliefs, traditions, languages and ways of life in society.

We strive to provide a well ordered, happy and secure environment for all students where they can be encouraged to reach their full potential.

St. Peter's NS depends on the grants and teacher resources provided by the Department of Education & Skills and operates within the regulations that are laid down from time to time by the department. The school follows the curricular programmes prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with the section 9 & 30 of the Education Act (1998). The capacity of the school to implement its desired curriculum, its broad range of extra-curricular activities and its school plans and policies are dependent on the resources the school receives. Consequently, in determining its activities and programmes for any school year, the school must have due regard to the teaching management and administrative resources and the accommodation and funding available to it.

3. Admission Statement

St. Peter's NS 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.

St. Peter's NS is a Senior Girls School. It caters for girls from 2nd to 6th class and does not discriminate where it refuses to admit persons of a gender that cannot be catered for in the mainstream classes of this school.

The school also caters for boys and girls with Mild General Learning Disability in a

Special Class setting (approved by the Minister for Education and Skills) and may refuse to admit to the class a student who does not have the category of needs specified.

St. Peter's NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

St. Peter's NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Mild General Learning Disability.

The school also welcomes applications from children with special educational needs in mainstream classes.

Such applications will be processed in accordance with the provisions of this policy.

1. The Board of Management may request a copy of the child's psychological report and medical report if applicable. Where the child's psychological report is not available the child should be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
2. Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and /or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. The child enrolling in St. Peter's NS will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.
3. The school will meet with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, special education teacher, special class teacher, Special Educational Needs Organiser or psychologist, as appropriate.
4. **Application to Special Classes only:**

Applications to this class are made by submitting NCSE FORM 7 Notification to NCSE of Enrolment in Special Class together with the standard application

form for admission to St. Peter's NS. If relevant, parents will be made aware of the Code of Behaviour for Special Classes and be requested to sign the acceptance form.

Exceptional Circumstances:

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and /or provide the pupil with an appropriate education.
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk, to other pupils, to school staff or to school property.

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

St. Peter's NS provides education exclusively for girls in the mainstream setting and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Peter's NS is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St. Peter's NS provides an education exclusively for students with Mild general Learning Disability and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

- Decisions in relation to application for enrolment are made by the Board of Management. The Board of Management determines the maximum number of children in the school based on the Department of Education and Science's recommended enrolment at the time.
- To assist the school in circumstances of overcrowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provision. Other factors that may be considered are:
 - a. Size of and available space in classrooms.
 - b. Educational needs of children of a particular age.
 - c. Multi-grade classes.
 - d. Presence of children with special educational/behavioural needs.
- In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment:
 - a. Brothers and sisters (including stepsiblings, resident at same address) of children already enrolled in the school.
 - b. Children transferring & enrolling from our cluster schools, St. Paul's Infant School & Dean Kelly National School.
 - c. Applicants whose primary residence is in Ss. Peter and Paul's parish, Athlone.
 - d. Children of current school staff.
 - e. Children whose home address is closest to the school (as measured by a straight line on an O.S map) if the child is normally resident outside of the catchment area.

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:

- a. If an applicant falls into a number of priority categories listed above they will be included in the priority category which affords them the highest priority.
- b. However priority will be given in the first instance to children who have a sibling currently enrolled in St. Peter's NS.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
(I) an early intervention class, or
(II) an early start pre-school, specified in a list published by the Minister from time to time;

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

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

(other than in relation to:

- admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned .

(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 the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(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 St. Peter's NS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 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 [school name], 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.

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 St. Peter's NS 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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Peter's NS 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 St. Peter's NS 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those 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 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 place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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:

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy.

Under the terms of the Education Welfare Act (2000), the information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.

The following documents will be requested from the parents/guardians of applicant children who have been expelled or encouraged to leave the school from which they are transferring:

1. A copy of the letter received by the parents/guardians from the previous school stating the reasons for the expulsion.
2. Details of interventions and other agencies involved with the child.

Where the Board of Management is of the view that a student would constitute a danger to the safety and welfare of other students, or staff, it will refuse to enrol the child. It is clear, therefore, that if a child was expelled from another school on the grounds that he/she presented as a danger to the health and safety of other pupils or staff members, the Board will refuse to enrol him/her as it will be fairly assumed that the applicant will constitute a similar risk in St. Peter's NS.

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:

Transfer from other schools

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy.

Under the terms of the Education Welfare act (2000), information concerning attendance and the child's educational progress it to be provided by the school from which the child is transferring.

The following documents will be requested from the parents/guardians of applicant children who have been expelled or encouraged to leave the school from which they are transferring:

1. A copy of the letter received by the parents/guardians from the previous school stating the reasons for the expulsion.
2. Details of interventions and other agencies involved with the child.

Where the Board of Management is of the view that a student would constitute a danger to the safety and welfare of other students , or staff, it will refuse to enrol the child. It is clear ,therefore, that if a child was expelled from another school on the grounds that he/she presented as a danger to the health and safety of other pupils or staff members, the Board will refuse to enrol him/her as it will be fairly assumed that the applicant will constitute a similar risk in St. Peter's NS.

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

This rule applies to all schools.

The board of (name of school) 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the 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)

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.