

Admission Policy of

St Felim's NS

Farnham St.

Cavan

H12YN73

Roll number:17326B

under the

Patronage of the Bishop of Kilmore

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 16th June 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. Felim'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 Felim's NS is a Roman Catholic Boys Senior Primary school, with a Catholic ethos under the patronage of the Bishop of Kilmore.

'Catholic Ethos' in the context of a Catholic Primary school means the ethos and characteristic spirit of the Roman Catholic Church

As a Roman Catholic School, St. Felim's NS aims to promote

- a) the full and harmonious development of all aspects of the person of the pupil including their cognitive, intellectual, physical, cultural, moral and spiritual development,
- b) and promote a living relationship with God and other people.
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.
- d) St. Felim's aims at promoting the formation of pupils in the Catholic Faith

and which school provides religious education 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. Felim'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.

Mission Statement

St. Felim's NS is a Roman Catholic Boys' National School serving pupils from 2nd to 6th class under the patronage of the Bishop of Kilmore. St. Felim's NS is an extension of society, an extension of the home. It is not just a place where children are educated, but also where children are equipped with the necessary skills, values and attitudes to cope with and contribute towards our society. The ethos of the school is Catholic.

The Grow in Love programme is followed in all classes. Children are prepared for First Communion in Second Class and for Confirmation in Sixth class. In this atmosphere of respect, the spiritual, intellectual, social and physical growth of the children is fostered.

It is our aim that St. Felim's National School is a happy, safe and secure place for all children in our care and for the adults who work and visit here.

The health, safety and security of the children is our Number 1 priority.

The Child Safeguarding Statement is on display and available for viewing at the school and on the website.

St. Felim's NS is an inclusive school and caters for children of all abilities. There are currently 22 teachers in the school. These include the principal, mainstream teachers, support teachers, a Home School Community Liaison teacher and two Speech & Language class teachers and on appeal we have the provision of an English as Additional Language teacher for one year. Special Needs Assistants are assigned to the school by the National Council for Special Education and the Department of Education and Skills, to enable the inclusion of certain children with special education needs.

St. Felim's NS operates under the Rules for National Schools and Departmental Circulars and is funded by grants. The school is resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) equality law, the Education (Admission to Schools) Act 2018, and all other relevant legislation. St. Felim's NS follows the curricular programmes laid down by the Department of Education and Skills.

3. Admission Statement

St. Felim'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.

Single Gender schools

St. Felim's NS is an all-boys senior school with boys from 2nd to 6th class and does not discriminate where it refuses to admit a girl applying for admission to this school or a boy/girl applying for admission to classes from junior infants to 1st class.

In the case of the two Special Speech and Language classes in St. Felim's NS, both boys and girls and children in Junior Infants to 1st class can be admitted provided they have the category of needs specified.

All denominational schools

St. Felim's NS is a school whose objective is to provide education in an environment which promotes certain religious 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.

Schools with special education classes

St. Felim's NS is a school which has established two classes, with the approval of the Minister for Education and Skills, which provide 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 classes a student who does not have the category of needs specified.

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

(a) In the case of a mainstream school with a SEN class attached

St. Felim's NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Specific Speech and Language Disorder/ Developmental Language Disorder.

In order to be enrolled in St. Felim's Speech & Language classes children must meet the criteria set down by the Health Service Executive HSE and the Department of Education and Skills DES

See St. Felim's NS Speech & Language Policy for further details with regard to enrolment in Speech & Language classes. Numbers in these classes are determined by Department of Education and skills.

Note for schools: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

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

A school that admits students of one gender only

St. Felim's NS provides mainstream education exclusively for boys from 2nd to 6th class and may refuse to admit as a student a person who is not of the gender or class level provided for by this school.

All denominational schools

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

School with special education classes

The special classes attached to St. Felim's NS provide an education exclusively for students with Specific Speech and Language Disorder/Developmental Language Disorder and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes and does not meet the criteria outlined by the HSE and the DES.

See St. Felim's NS Specific Speech and Language Policy

St. Felim's NS may admit girls and pupils from Junior Infants to 1st class into the special classes only.

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:

Selection criteria

1. All boys coming from 1st class in St. Clare's PS
2. Brothers of children already enrolled (including step/foster brothers, resident at same address)
3. Boys living within the catchment area of the school.
4. Boys living within the town boundary.
5. Boys of current staff including ancillary staff
6. Boys living outside the town boundary.

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:

Priority given to a boy who is a

1. Brothers of children currently or formally enrolled in the school
2. In the case of entry to 2nd class, the older pupil coming from 1st class in St. Clare's Primary School

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 included below.

- (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; other than in relation to:
- to the Speech and Language class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or is given a rating on a scale by the HSE Speech & language Department.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his 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 including a selection criteria based on
- (1) siblings of a student attending or having attended the school
- (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.

8. Decisions on applications

All decisions on applications for admission to St. Felim's NS 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

(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 St, Felim's NS 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 St. Felim'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 pupil's personal details including his/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. Felim'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. Felim'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.

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 applications will be notified of the decision in respect of their application not 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. In the event that there is no place available. The name of the applicant will be added to the waiting list.

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:

1. *If there is a place in the class applied for*
2. *Brothers of children already enrolled (including step/foster brothers, resident at same address)*
3. *Boys living within the catchment area of the school.*
4. *Boys living within the town boundary.*
5. *Boys of current staff including ancillary staff*
6. *Boys living outside the town boundary*

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:

- *If there is a place in the class applied for*
- *Children will be admitted on a first come first served basis provided any waiting list from the school year in question is cleared*

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

This rule applies to all schools.

The board of St. Felim's NS 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

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:

'Parents who wish to have their child exempt from religious instruction must put their request in writing to the school Principal who will then meet with the parents to see how their wishes can 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 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 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.