

Admission Policy of Howth Road Mixed N.S.

**Clontarf Rd
Clontarf
Dublin 3**

Roll number: 13815T

School Patron/s: Kirk Session of Clontarf & Scots Presbyterian Church

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 8th 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 Howth Road Mixed N.S. 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

This section must be completed by all schools.

The Board of Management and staff of Howth Road Mixed National School is a school under the patronage of the Presbyterian Church in Ireland. It aims to provide a happy, secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence. The school aims to develop pupils that are "life- long learners".

The school aims to ensure that the individuality of each child is taken into account, recognising that each pupil develops at a different rate. Encouraging children to reach their potential and have a

sense of satisfaction having done their best, is a key element in this. Pupils are encouraged to see themselves as members of a community, beginning with their class group, their school, the local area community and ultimately the world. As such, the school seeks to promote honesty, courtesy, punctuality and responsibility- keys features for the self-aware. It is hoped to inculcate a proper regard for the rights and views of others, through a caring and tolerant attitude towards other people irrespective of gender, age, ethnicity, intellect, ability and family circumstance. The school seeks to provide an atmosphere of mutual respect. Behaviour is dealt with through a positive approach, with a greater emphasis placed on rewards than sanctions.

Through curriculum studies the school seeks to

- expose pupils to a wide range of experiences
- enable children to communicate effectively with language and number
- encourage creativity
- acknowledge the value of learning from the past and the world around us
- encourage physical awareness and skills
- develop children spiritually and make them aware of religious teaching.

All relevant parties in the school community work in co-operation to provide a safe, happy environment in which each child will be valued as a unique individual and their holistic development advanced appropriately.

3. Admission Statement

Howth Road Mixed 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.

Primary schools receiving applications from applicants of a minority religion

Howth Road Mixed N.S. 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.

As such, Howth Road Mixed National School receives Applicants who are a child of a member of the Presbyterian Church in Ireland (as defined with Paragraphs 5-9 plus 175-176 of the code of the Presbyterian Church in Ireland).

All other minority religions and broader faiths are treated equally under the terms of this policy.

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

Howth Road Mixed National School is a mainstream primary school with support tuition provided through allocation from the National Council for Special Education (NCSE).

Currently there are no Special Education Classes allocated by the Department of Education.

Applications from pupils with additional learning needs are considered equally with all other applications.

It is imperative on parents/guardians upon offer of enrolment that all information must be provided in order to best support the needs of the child. Failure to complete forms fully and transparently may result in a refusal to enrol at a later date.

The Board of Management reserves the right, once additional educational needs are identified upon enrolment to:

- **Seek for a formal assessment/diagnosis to provide clarity on the support required at school**
- **Delay attendance until such time as the necessary supports (human or physical) are in place to provide the support required.**

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

Howth Road Mixed N.S. is a Presbyterian school and may refuse to admit as a student a person who is not of the Presbyterian denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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. Applicants who are a child of a member of the Presbyterian Church in Ireland
2. Siblings of the currently enrolled pupils (includes adopted, fostered, half and step-siblings)
3. Siblings of formerly enrolled pupils (includes adopted, fostered, half and step-siblings)
This category exists to support family life.
4. Children of current staff
5. Children of a past pupil or a grandchild of a past pupil. (This category is only retained to a maximum of 25% of the intake class)
6. All applicants.

Note: In the case of a primary school that intends to give priority in admission to a student of a minority religion in accordance with section 7A of the Equal Status Act 2000, the school must include details of the arrangements for same here (see FAQ number 15) (delete if not applicable)

Category 1 ONLY (as defined with Paragraphs 5-9 plus 175-176 of the code of the Presbyterian Church in Ireland)

AND

who can provide a signed declaration from the minister of a Presbyterian Church as evidence of the same.

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:

Twins/Multiple siblings- the Board of Management of Howth Road Mixed National School supports the wellbeing of family life. In all cases, where one of a set of siblings is offered a place, the remaining siblings will also be offered a place.

Tied places- where there is a tie for a place date of birth will be taken into account. Pupils will be taken in order of eldest first. Copies of birth certificates may be requested as evidence in these cases.

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
(other than, in the case of 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.

8. Decisions on applications

All decisions on applications for admission to Howth Road Mixed N.S. 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 Howth Road Mixed N.S., 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 [school name] where—

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

12. Sharing of Data with other schools

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

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Howth Road Mixed N.S. 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 Howth Road Mixed N.S. 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.

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. All applicants who are a child of a member of the Presbyterian Church in Ireland will be offered places (as defined with Paragraphs 5-9 plus 175-176 of the code of the Presbyterian Church in Ireland)
AND
who can provide a signed declaration from the minister of a Presbyterian Church as evidence of the same.
2. The Board of Management will then assess, based on class sizes, classroom physical sizes, learning needs identified etc. what the status of "spaces" in the school currently is. Where "spaces" are identified, these can be made available to be "filled" by applicants in the following criteria order.
Siblings of the currently enrolled pupils
Siblings of formerly enrolled pupils (includes adopted, fostered, half and step-siblings)
Children of current staff
Children of a past pupils or where a grandparent was a past pupil.
All applicants.
3. In the event of oversubscription to any one class gender balance and date of birth will be considered

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:

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.

Applicant students 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 in accordance with Section 13 of this policy.

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

This rule applies to all schools.

The board of Howth Road Mixed N.S. 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

Howth Road Mixed National School is a Presbyterian School, and as such encourages engagement with spiritual development. Across the curriculum Bible Stories are taught. Pupils are encouraged to engage their spiritual thinking. Prayer is also part of the life of the school.

Pupils are encouraged to engage with this to their own comfort level, and no further. As with all areas of learning, parents/guardians are the primary educators.

Fundamental to all RE lessons is a respect for spiritual belief and that each individual must choose such beliefs for themselves.

Parents and Guardians reserve the right to have their child not attend religious education lessons.

A written request should be made to the Principal whereupon a meeting will be scheduled with the parents/guardians 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.