

St. Andrew's N.S.



Admissions Policy

Adopted by the Board of Management on
14th November 2018

Table of Contents

Introduction	3
General Information	3
Ethos Statement	3
Notification of Intention to Apply	4
Applications for Admissions	4
Consideration of the Applications	5
Priority	5
Refusal to Enrol	6
Appeals Procedure	6
Ratification and Review	7

Introduction

- 1.1 This Admissions Policy (the '**Policy**') for **St Andrew's N.S. Bray** (the '**School**') has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admission to Schools) Act 2018, directives of the School's Patron and following consultation with the School community.
- 1.2 In this Policy, any reference to parents is to be taken as including reference to guardians, any reference to child is to be taken to include a child who has been adopted or fostered, any reference to siblings is to be taken as including reference to step siblings and foster siblings.

2. General Information

- 2.1 While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management (the '**Board**') reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.
- 2.2 In determining the level of admissions, the Board shall take account of Department of Education & Skills ('**DES**') regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, including, for example, traffic restrictions; it shall also have regard to issues such as physical space, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.
- 2.3 Other relevant general information may be accessed by reference to the school booklet, copies of which are available from the school office or on our school website.

3. Ethos Statement

St. Andrew's N.S. is a Christian school under the trusteeship of the Methodist, Presbyterian and Church of Ireland churches (Trustee Churches). The patron of the school is the Church of Ireland Archbishop of Dublin. Prior to the admission of their children, parents will be required to accept and uphold the Christian ethos and characteristic spirit of the school, which is in line with the teaching and practices of the Trustee Churches and the traditions of the school.

Therefore, throughout the school and permeating our curriculum, we strive to 'live' this characteristic spirit. A Christian ethos not only informs our lessons in Religious Education (RE) but also every other area of the curriculum and our life together as a school community of children, parents/guardians and staff.

Our ethos is determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions of our Trustee Churches which inform and are characteristic of the objectives and conduct of the school.

4. **Notification of Intention to Apply Form**

- Parents/guardians wishing their child's name to be placed on a list for prospective entry to the school must complete an Notification of Intention to Apply form. These are available in the school foyer, from the school office or on the school website. The form can also be requested by emailing the school on info@standrewsbray.ie or by sending a stamped, self-addressed envelope to the school secretary.
- Pupils must have reached the age of four years by 30th June of their proposed year of entry.
- Forms must be fully completed, signed and dated.
- **For Junior Infants, Intention to Apply forms must reach the school by the last Wednesday in September in the year prior to the child's proposed year of entry.**

5. **Applications for Admissions**

Junior Infants: Those who have returned a Notification of Intention to Apply Form by the closing date will be sent an Application Form in October prior to child's proposed enrolment in the School. Applicants will also be furnished with the School's Code of Behaviour, School Ethos Statement and Admissions policy.

For all other classes: Those who have completed an Intention to Apply Form will be sent an Application Form should a place become available in that class.

Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date as stipulated in the accompanying letter will be considered by the Board.

5.1 An Application Form must include and be accompanied by

- (i) A birth certificate for the student in respect to whom the application has been made (the "**Applicant Student**").
- (ii) Proof of address in the form of a utility bill in the Applicant's name (or in one of the Applicant's names where there is more than one Applicant), which must be dated no later than three months prior to the closing date
- (iii) Statement confirming that the Applicant Student is a member of a minority religion, where applicable as outlined below.
- (iv) Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable, as outlined below.

5.2 It should be noted that submission of an Application Form does not confer a right to admission nor does it guarantee a place in the School.

5.3 Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio (from the start). Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.

5.4 Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School.

6. Consideration of the Applications

- 6.1 The Board, having considered the applications, will issue its decisions in writing within 21 days of the closing date.
- 6.2 Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.
- 6.3 Applicants who have been offered a place must inform the School in writing within 7 calendar days of being offered a place. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.
- 6.4 Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.
- 6.5 The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patron requirements, changes in legislation etc.

7. Priority

- 7.1 St Andrew's National School is a Church of Ireland, Methodist and Presbyterian school (Trustee Churches). Most years the number of applications exceeds the number of available places. The priority categories listed below are used to determine the order given to applications.
- 7.2 The parish boundaries of Christ Church Bray referred to in this section lie between Shanganagh Graveyard in the North, Bray Golf Club to the South and from the N-11 to the Coast.

Priority Category 1: An Applicant Student who is a member of one of the Trustee Churches or Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school¹ and who lives within the parish boundaries of Christ Church Bray as defined above.

Priority Category 2: An Applicant Student who is a member of one of the Trustee Churches or Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school¹ and who lives within a 10 mile radius of the School.

PLEASE NOTE:

*In respect of **Priority category 1 and 2** above, the **Applicant must provide the following documentation with the application form in order for the application to be complete**, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.*

- i. a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.*

and

¹ As defined in Section 7(A)(2) of the Equal Status Act

- ii. *evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:-*
 - a. *a letter from the relevant religious leader confirming that the Applicant Student is a member of the minority religion or*
 - b. *the signature and stamp of the relevant Church leader on the application form confirming that the Applicant Student is a member of the minority religion or*
 - c. *a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.*

Priority Category 3: An Applicant Student who has siblings currently attending the school.

Priority Category 4: An Applicant Student who has a parent who is a current permanent staff member of St Andrew's N.S.

Priority Category 5: An Applicant Student who lives within the parish boundaries of Christ Church Bray as defined above and who complies with the terms of this policy.

Priority Category 6: All other Applicant Students who comply with the terms of this policy.

PLEASE NOTE:

In cases where the number of valid applications within any one category exceeds the number of places available for the particular category, siblings will be prioritised. A process of random selection will be then implemented. In this instance, unaffiliated persons (e.g. Local Commissioner for the Peace or a member of An Garda Síochána) will observe the selection of applicants. This process will also be witnessed by two members of the School's Board of Management and the school secretary.

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category.

8. Refusal to Enrol

- 8.1 The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.
- 8.2 In exceptional circumstances, the School reserves the right to refuse enrolment where:
 - i. The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
 - ii. The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.
- 8.3 Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

9. Appeals Procedure

- 9.1 Applicants who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be downloaded from www.education.ie. This appeal must be submitted to the DES within 42 days of receipt of the decision of the Board to refuse enrolment.

10. Ratification and Review

- 10.1 This Policy was ratified by the Board on 14th November 2018 and follows guidelines issued by the Patron in respect of admissions.
- 10.2 This Admissions Policy will be regularly reviewed by the Board.