



Admission Policy of St. James's Primary school

School Address: Basin Lane, Dublin 8.

Roll number: 20429F

School Patron: Archbishop Diarmuid Martin

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 20/07/2020. 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. James's Primary School 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 to any person who requests it.

2. Characteristic spirit and general objectives of the school

St James's Primary School is a Catholic school under the patronage of Archbishop of Dublin, Dr. Diarmuid Martin.

'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 pupils in accordance with 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. James's Primary School 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.

Our Mission Statement

St. James's Primary School is a safe, happy and friendly place where our children are given every opportunity to develop and grow physically, spiritually, intellectually, emotionally and socially. It is a vertical co-educational school catering for pupils from Junior Infants to Sixth Class. At present there are 27 full time teachers employed in the school. We have a special class set up for children with Autistic Spectrum Disorder(ASD).

Our aim is to be a centre of academic excellence with great concern for children at risk. We strive to ensure that we discover at least one strength of each child before they leave our care.

Our school aims to instil in all our pupils a great sense of worth and uniqueness, thereby enabling them to develop to their full potential.

Our school welcomes parental involvement and participation at every level through Parent's Association, Board of Management and Home School Liaison Activities.

Our School Provides:

- A quality holistic education in a welcoming school environment.
- An excellent academic programme ensuring that each child reaches his/her potential.
- Experienced, committed and caring staff.
- Opportunities for active parental participation in the education process, with support from the Home School Community Liaison Coordinator.
- Stimulating classroom environments that appeal to the sensory development of your child.
- Creative teaching styles to suit all types of learners.
- Whole school promotion of social and emotional well-being

3. Admission Statement

St. James's Primary School 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. James's Primary School has established an Autism Spectrum Disorder(ASD) class, with the approval of the Minister for Education and Skills, 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.

St. James's Primary School 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.

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

St. James's Primary School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder.

St. James's Primary School currently has one special class for children with ASD.

This class aims to offer an autism specific learning environment within a mainstream co-educational national school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

The ASD Class will have a maximum of **six places**.

5. Admission of Students

St. James's Primary School Admission Policy welcomes all pupils for whom the school can provide an appropriate education. As a general principle, and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available. The Board will have regard for any relevant Department of Education and Skills (DES) guidelines in relation to class size or staffing provisions or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

This school shall admit each student seeking admission (see appendix *) except where –

- a) the school is oversubscribed (please see section 6(a) 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. James's Primary School 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.

St. James's Primary School 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.

Classes for Children with Autism Spectrum Disorder

Children applying for places should be aged 4 or over by the 1st day of the academic year. Enrolment in these classes does not automatically entitle a child to a place. Application for a place in the ASD class in St. James's Primary School should be made in accordance with the Admissions Policy and Annual Admissions Notice of the school. 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. (For ASD enrolment procedure see appendix **)

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:

(a) Criteria for Mainstream Classes:

1. Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of St. James's ¹(the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking).
3. Children residing outside the parish of St. James's - in the parish of St. Theresa's Donore Avenue, Our Lady of Dolours Dolphin Barn, Our Lady of Fatima Rialto, Our Lady of Good Counsel, St. Bernadette's Parish, Our Lady of Mount Carmel, Mary Immacualte Inchicore(the eldest child will also have priority).

¹ Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area.

Children who are 4 years of age by the 1st April of the year they are enrolling. If places are still available then places will be allocated on the basis of age starting with the oldest applicant.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above and the number of applicants exceeds the number of remaining places, the following arrangements will apply:

- Class numbers are completed from the full list of applicants, which is compiled and ordered according to the date of the original application.
- The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available then criterion 2 comes into play and so on.
- This prioritisation proceeds until all places have been allocated. The eldest child will have priority under each ranking until all spaces are allocated.

(b) Criteria for Enrolment in ASD Class

The special class attached to St. James's Primary School provides an education exclusively for students with Autistic Spectrum Disorder 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.

The maximum class size in the ASD class is six pupils.

Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Department of Education & Skills and H.S.E. policies are as follows:

- Children with an ASD diagnosis as outlined above currently enrolled in the school and who are aged between 4-11 years.
- Children with an ASD diagnosis who are 4 years of age before the first day of the academic year living within the immediate catchment area of St. James's Parish.
- Children with an ASD diagnosis who are four years of age before the first day of the academic year from the extended catchment area of Children residing in St. Theresa's Donore Avenue, Our Lady of Dolours Dolphin Barn, Our Lady of Fatima Rialto, Our Lady of Good Counsel, St. Bernadette's Parish, Our Lady of Mount Carmel, Mary Immacualte Inchicore

If the number of applicants exceeds the number of places available, the Board reserves the right to determine the applicants to be enrolled. The following additional criterion will be considered:

- suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.

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
- (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 the ASD 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) 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. James's Primary School will be based on the following:

- The 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's 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. James's Primary School 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 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.

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. James's Primary School 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 St. James's Primary School 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. James's Primary School 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:

The school will make every reasonable effort to facilitate a pupil seeking a transfer to our school.

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:

- Contact the school office or the HSCL to fill in an application form and bring an original birth certificate.
- Parents will be notified within a few days if there is any space available in that year grouping.

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

This rule applies to all schools.

The Board of Management of St. James's Primary 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.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents/guardians 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 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)/ 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/guardian of 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/guardian of the student, may appeal a decision of this school to refuse admission. An appeal must be made in writing to the Board of Management up to 8 weeks after the refusal of 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.

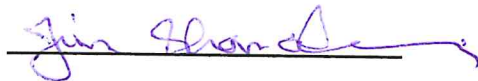
Appendix

- i) Application for enrolment in the school is made by completing the school's application form and returning it to the school office by 05/03/2021. Proper documentation including birth certificate and proof of residency in the parish as determined by the Board of management must be provided.
- ii) Enrolment Procedure for ASD class(es).
 - The process of enrolling in our special class supporting children with ASD begins with an enquiry to the school – this can be a telephone call, e-mail or a visit from the parents/guardians or a referral by a SENO.
 - The caller will be informed of the current enrolment status of the special class and will also be directed to the Admissions Policy on the school website.
 - An Enrolment Application form must be accompanied by an original Birth Certificate, a diagnostic or psychological report with a diagnosis of Autism meeting DSM IV/V or ICD diagnostic criteria and any other supporting documentation which the parent/guardian wishes to submit with the application.
 - A recent psychological assessment or a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a clinical psychologist, occupational therapist, Speech & Language Therapist, Social Worker and a physiotherapist ('Multi-Disciplinary Team')
 - The application will undergo team assessment by the Admission Team, (the admission team is made up of the principal, special class teacher and the learning support co-ordinator) to ensure that the application fulfils the enrolment criteria outlined below.

- When a place becomes available the parents/guardians and principal will complete the 'Notification to NCSE of enrolment in a special class.' This form is available on www.ncse.ie
- An acceptance form as issued by the school must be returned to the school within the time frame set out in the Admissions Notice. All acceptance forms must be accompanied by a signed acceptance of the rules and regulations as outlined in the school's policies and procedures.
- See section 6(b) below for criteria for enrolment when the class is oversubscribed.

If the school does not receive the Acceptance Form within the time frame outlined in the Annual Admissions Notice, the place will be offered to the next child on the waiting list following the criteria as outlined below.

Ratified by Chairman of the Board of Management



Mr. Jim Shanahan

Date: 28/09/2020