



# Mary, Mother of Hope Junior National School

## St Charles Houben Building, Littlepace, Dublin D15 TA49

Roll No: 20309S

School Patron: Archbishop of Dublin Diarmuid Martin

### Admissions Policy

#### 1. Introduction

This policy complies with the requirements of the Education Act 1998, the Education (Admissions 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 September 20<sup>th</sup> 2021. It is published on the school's website and will be made available in hard copy on request.

The relevant dates and timelines for the admission process for Mary, Mother of Hope JNS 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 hard copy by request.

The Board of Management trusts that by formulating this policy, parents will be assisted in relation to admission matters. Furthermore, the Principal Teacher, Alma Moran or Deputy Principal Maeve Callery will be happy to clarify any further matters arising from the policy.

#### 2. Characteristic Spirit and General Objectives of the School

Mary, Mother of Hope Junior National School is a co-educational junior primary school with a Catholic ethos under the Patronage of The Archbishop of Dublin, Arch-Bishop Martin. It welcomes applications for admission from children of all faiths and none.

Catholic Ethos in the context of a Catholic primary school means that the ethos and characteristic spirit of the school is that of the Roman Catholic Church. The aims of this ethos involves the promotion of:

- (A) The full and harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral and spiritual
- (B) 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
- (D) The formation of the pupils in the Catholic faith

Our 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 Mary, Mother of Hope JNS 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.

A spirit of mutual respect and tolerance for difference is promoted within the school community. The school seeks to foster an appreciation of, respect for and celebration of the different religious and cultural backgrounds represented in the school.

The school aims to foster a sense of community between Management, Teachers, Parents, Pupils and the wider community.

The aim of the school staff is to make the school a centre of excellence in which high professional standards are maintained and where pupils learn in a safe and happy environment

Teachers are encouraged to develop their personal and professional talents.

Ancillary staff in the school, are highly valued and respected. It is recognised that their work makes a valued contribution to the process of education.

The school recognises and celebrates the dignity and value of each individual child. Teachers are sensitive to the needs and particular circumstances of the pupils in their care.

Close contact between parents and the school is central to the positive experience of the child in school. Our aim is that parents and teachers value, respect and support one another. We seek to collaborate as partners, in leading the young people in whose education we play such a crucial role.

The code of behaviour of the school reflects Christian values that are promoted in the school with an emphasis on forgiveness, reconciliation, new beginnings and hope.

Prayer is a feature of the school day. Children are prepared for the reception of the sacraments through co-operation between home, school and parish. Children are given the opportunity to participate in liturgical celebrations arranged by the school.

The school seeks to identify closely with the parish and the wider community and children are encouraged to participate in parish and community activities.

## **Vision**

At Mary, Mother of Hope JNS we adopt a child centred, holistic approach to ensure that the needs of each child are catered for and strengths are nurtured in a welcoming, caring, happy, safe and loving environment.

Parents, staff and members of the wider community work collaboratively to encourage the development of each child to their full potential. Our aspiration is that each child will become a mature, responsible, open minded and respectful member of our community.

## **Mission Statement**

Many Cultures, One Community, Working, Learning and Growing Together!

## **About Our School**

There are presently twenty-seven teachers in the school, including the Principal. There are four Junior Infant classes, four Senior Infant classes, four First Classes and four Second Classes in the school. We have a Special Class for children with Autism Spectrum Disorder.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard

to the resources and funding made available by the Department of Education and Science. Should the resources made available to the school change, the provisions of this policy will also be changed, particularly in regard to the pupil-teacher ratio set down by the Minister for Education and Skills.

The school follows the curricular programmes prescribed by the Department of Education and Skills. These may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998)

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in The Education Act, and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **3. Admission Statement**

Mary, Mother of Hope JNS will not discriminate in the admission of a student or the applicant in respect of the student concerned, on any of the following grounds as construed in accordance with section 61 (3) of the Education Act 1998

- (a) Gender
- (b) Civil Status
- (c) Family Status
- (d) Sexual Orientation
- (e) Religion
- (f) Disability
- (g) Race
- (h) Membership of the Traveller community
- (i) Special Educational Needs

Mary, Mother of Hope Junior N.S. 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.

Mary, Mother of Hope JNS has established a class, with the approval of the Minister for Education and Skills, that provides an education exclusively for students with a category or categories of special educational needs as specified by the Minister. The school may refuse to admit a student to that class who does not have the category of needs specified below.

### **4. Categories of Special Educational Needs Catered for in the Special Class**

Mary, Mother of Hope JNS with the approval of the Minister for Education and Skills has established a class to provide an education exclusively for students with **Autism Spectrum Disorder**

### **5. Admission of Students**

The school shall admit each student seeking admission except where:

- (a) The school is oversubscribed
- (b) A parent/guardian 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 the compliance of the student with such a code.

- (c) Mary, Mother of Hope JNS 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.
- (d) The special class in Mary, Mother of Hope JNS 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 Autism Spectrum Disorder.

## 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 Admissions notice:

The catchment area, for enrolment purposes consists of the following housing estates: Castaheany & Hansfield estates (off Littlepace Rd.), Deerhaven, Hazelbury, Hunters Run, Littlepace, Pheasant Run.

Every effort will be made to accommodate all applicants. 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:

1. - *All children living within the catchment area as above*

**And**

*Brothers & Sisters (including step-siblings & foster children resident at same address) of children currently enrolled in Mary, Mother of Hope Schools*

*The eldest child will have priority in this ranking*

**Then**

2. - *Children of current staff members of Mary, Mother of Hope schools (including step-children & foster children resident at same address) - The eldest child will have priority in this ranking*

**Then**

3. - *All children from outside the catchment area. The eldest child will have priority in this ranking*

In the event of the number of children in category **(1)** exceeding the number of places available in a given year, children will be offered a place according to their chronological age with the **oldest** applicants given a place first.

In the event that two children are tied for one place, the place will be allocated by lottery with an independent person present. In the case of twins being tied for one place both children will be offered places as an exceptional measure.

The same criteria will be adopted in relation to pool **(2)** and **(3)** until all places are filled.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available at a later date.

### **Criteria for Enrolment to our Special Class**

- Each child must have a primary diagnosis of Autism/Autistic Spectrum Disorder using the DSM V or ICD 10 as set out by a professional approved by the Department of Education & Skills and a Multi Disciplinary assessment report.
- A recommendation that a special class placement is best for the child must be clearly stated in the child's reports

In the event that the number of children seeking enrolment in our special class exceeds the number of places available, the following criteria will be used to prioritise children who have met the above criteria for enrolment in our ASD class :

- (1) -Children already enrolled in the school who have a diagnosis of ASD and a recommendation for a special class placement

**Then**

- (2) -All children with a diagnosis of ASD and a recommendation for a special class placement living within the catchment area

**And**

-Brothers & Sisters (including step-siblings & foster children resident at same address) of children currently enrolled in Mary, Mother of Hope Schools with a diagnosis of ASD and a recommendation for a special class placement

**Then**

- (3) -Children of current staff members of Mary, Mother of Hope schools (including step-children & foster children resident at same address) with a diagnosis of ASD and a recommendation for a special class placement

**Then**

- (4) -All children from outside the catchment area with a diagnosis of ASD and a recommendation for a special class placement

In the event of the number of children in category (1) exceeding the number of places available in a given year, the Board of Management will offer places based on chronological age of the children with the **youngest** applicants given a place first.

The same criteria will be adopted in relation to pool (2) and then (3) and then (4) until all places are filled. This process will be repeated each time a place becomes available in the ASD class

Where two children are tied for one place, the place will be allocated by lottery which will be overseen by three members of the Board of Management

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

The Board of Management will communicate arrangements regarding enrolment through School App and Website, Parents Association Newsletters, Parish Bulletin and through the present parent body in school.

### **7. What will not be considered or taken into account**

In accordance with 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, however described, to the school
- (c) A student's academic ability, skills or aptitude other than in relation to admission to our special class insofar as is necessary in order to ascertain whether or not the student has Autism Spectrum Disorder
- (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 siblings (*including step-siblings & foster children resident at same address*) of children currently enrolled in Mary, Mother of Hope Schools or children of current staff members
- (g) The date and time on which an application for admission was received by the school subject to the application being received at any time during the period specified for receiving applications set out in the annual admissions notice of the school for the year concerned

## **8. Decisions on Applications**

All decisions on applications for admission to Mary, Mother of Hope JNS will be based on the following:

- Our school Admissions Policy
- The school's Annual Admissions Notice
- The information provided by the applicant on the school's official application form received during the period specified in our Annual Admissions Notice for receiving applications

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 Admission 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/appeal of the school's decision.

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Mary, Mother of Hope JNS applicants must indicate:

- (a) Whether or not you have accepted an offer of admission from another school or schools. If such an offer has been accepted you must provide details of the offer or offers concerned and
- (b) Whether or not you have applied for or 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 Mary, Mother of Hope JNS where:

- (a) It is established that information contained in the application is false or misleading
- (b) 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
- (c) 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
- (d) An applicant has failed to comply with the requirements of "acceptance of an offer" as set out in section 10 above.

## **12. Sharing 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:

- (a) The application for admission to the school has been received
- (b) An offer of admission to the school has been made
- (c) An offer of admission to the school has been accepted

The list may include any or all of the following:

- (a) The date on which an application for admission was received by the school
- (b) The date on which an offer of admission was made by the school
- (c) The date on which an offer of admission was accepted by an applicant
- (d) 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 than places available in the school year concerned, a waiting list of students whose applications for admission to Mary, Mother of Hope JNS 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 Mary, Mother of Hope JNS 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 Admissions Notice, will be placed at the end of the waiting list in order of 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 regulation 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 outlined in Section 13.

## **15. Procedures for Admission of Students to Other Years and during the School Year**

Applications for transfer to the school will be accepted from a child who has been enrolled in another primary school, and will be treated in accordance with the criteria laid out in this section of the schools Admissions Policy.

Children may transfer into Junior Infants (after September 30<sup>th</sup> of any given year), Senior Infants, First Class and Second Class. The Board of Management will accept transfers into the school subject to the terms of Circular 24/02, and to the following:

- that the child has already been enrolled in another school or is receiving home tuition under the DES/NEWB/Túsla Child and Family Agency approved guidelines
- that the child is transferring to an age-appropriate class

- that the school is not already full
- and that there is a space in a class at that level for the child wishing to transfer

Where the Board of Management is unable to offer a child seeking a transfer a place in the school, the child will be placed on a pre admission list. The child's position on the pre admission list is determined by the following criteria:

1. Students of school going age who have come to live in the catchment area and who do not have a place in any school.
2. Siblings of children currently enrolled in Mary, Mother of Hope schools and children of current Staff Members (*including step-siblings & foster children resident at same address*)
3. Children who live in the catchment area and who do not have a school place in the Dublin 15 area.
4. Children who live in the catchment area and who are attending one of the schools in the Dublin 15 area.
5. All other applicants.

In the event of the number of children in category (1) exceeding the number of places available in a given class, when a place becomes available, the Board of Management will implement a cut-off, whereby children will be offered a place according to their date of application.

The same criteria will be adopted in relation to pools (2), (3), and (4) respectively, until all places are filled.

All unsuccessful applicants will remain on the pre admission file, in accordance with the above criteria for places that may become available at a later date.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

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

The Board of Management of Mary, Mother of Hope JNS 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
- (b) The admission or continued enrolment of a student in the school

#### **17. Arrangements regarding children not attending religious instruction**

The following are the school's arrangements for students, where the parents 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 for such students.

A request should be made to the Principal of the school and a meeting will be arranged to discuss how the request can be accommodated by the school.

#### **18. Review/Appeals**

##### **Review of Decisions by Board of Management**

The parents/guardians may request the Board of Management to review a decision of refusal of admission. Such requests must be made in accordance with Section 29(C) of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such review are set out in the procedures determined by the Minister under Section 29 (B) 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 29(B) and with Section 29(C) of the Education Act 1998.

Please note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** by the Board of Management of that decision 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 over subscribed, the applicant **may request a review** by the Board of Management of that decision 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 parents/guardians may appeal a decision of the 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 over subscribed.

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 over subscribed.

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 over subscribed, the applicant **may request a review** of that decision by Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

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 a review must be requested and the other requirements applicable to such review are set out in the procedures determined by the Minister under Section 29 (B) of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Signed: \_\_\_\_\_  
Chairperson BOM

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Principal

Date: **September 20<sup>th</sup> 2021**