



Scoil Carmel JNS, Firhouse - 17899C Admission Policy

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 school has consulted with school staff, the school patron and with the parents of children attending the school. It is published on the school website and will be made available in hard copy on request. The relevant dates and timelines for Scoil Carmel JNS's admission process are set out in the school's Annual Admission Notice. This notice will be published annually on the school's website at least one week before the communication of the admission process for the school year concerned.

The application form for admission is also published on the website and available in hard copy from the secretary's office.

2. Characteristic spirit and general objectives of the school

Scoil Carmel JNS is a Catholic co-educational school under the patronage of the Archbishop of Dublin. '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 pupil – intellectual, physical, cultural, moral and spiritual.
- b) A living relationship with God and with other people.
- c) A philosophy of life inspired by belief in God.
- d) The faith formation of the pupils in the Catholic faith. The school provides religious education for its pupils in accordance with the doctrines, practices and traditions of the Catholic Church as may be determined or interpreted by the Irish Episcopal Conference in accordance with S.15 (2) (b) of the Education Act 1998.

The Board of Management (BoM) of Scoil Carmel JNS shall uphold and be accountable to the patron for so upholding the characteristic spirit of the school as determined by the



Scoil Carmel JNS

cultural, educational, moral, religious linguistic and spiritual values and traditions which inform the objectives and conduct of the school.

2.1 Mission Statement

We promote Christian values of honesty, respect, courtesy and tolerance while appreciating the needs and rights of individuals and being socially and culturally inclusive. We aspire to realise the educational, emotional, social and physical potential of all children and to encourage them to develop active and creative minds. We are committed to providing a learning environment which is free from discrimination, bullying or harassment for all our staff and pupils. In a caring and respectful way we will affirm each person's self-worth and dignity and nurture the strengths, talents and potential of all.

3. General overview of Scoil Carmel

Founded in 1869 Scoil Carmel originally catered for children from Junior Infants to 6th Class. In 1977 with numbers in Firhouse rapidly expanding Scoil Treasa was opened and from then on Scoil Carmel catered for children from Junior Infants to 2nd Class. The Catholic ethos of our school has always been inclusive and all pupils are equally welcome. We have always welcomed members of the Travelling Community and in recent years have welcomed many pupils from overseas. In addition to the Principal and Deputy Principal we have 33 staff members. There are currently 16 Class Teachers, 7 Special Education Teachers (SETs) and 8 Special Needs Assistants (SNAs). Staffing allocation may change from year to year depending on allocation from the Department of Education (DE).

We are currently in the process of establishing a Special Class which will cater for a maximum of six pupils with Autistic Spectrum Disorder.



Scoil Carmel JNS

4. Admission Statement

Scoil Carmel JNS will not discriminate in its admission of a pupil on any of the following:

- a) The gender of the pupils or the applicant in respect of the pupil concerned.
- b) The civil status of the pupil or the applicant in respect of the pupil concerned.
- c) The family status of the pupil or the applicant in respect of the pupil concerned.
- d) The sexual orientation of the pupil or the applicant in respect of the pupil concerned.
- e) The religion of the pupil or the applicant in respect of the pupil concerned.
- f) The disability of the pupil or the applicant in respect of the pupil concerned.
- g) The race of the pupil or the applicant in respect of the pupil concerned.
- h) The Traveller Community ground of the pupil or the applicant in respect of the pupil concerned.
- i) The ground that the pupil or the applicant in respect of the pupil concerned has special educational needs.

As per Section 61(3) of the Education Act 1988 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.

Scoil Carmel JNS 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.

The BoM will respect the rights of the existing school community and the children already enrolled. They will consider the available space in classrooms, the availability of appropriate supports and resources, the DE guidelines regarding maximum class size.



5. Categories of Special needs catered for in the school

Scoil Carmel JNS is an inclusive school and diversity is celebrated and embraced. Pupils with SEN are supported and enabled to participate in all aspects of school life, to develop their social and emotional competencies and to engage in rich learning experiences. In relation to the admission of pupils with SEN the school requests that parents/guardians submit relevant documentation such as

- Medical reports
- Psychological reports
- Speech and Language reports
- Occupational Therapy reports
- Physiotherapy reports
- Assessment of Need reports

Parents/Guardians are requested to submit any reports on their child in advance of his or her enrolment so that the school liaise with any relevant outside agencies such as the National Council of Special Education (NCSE).

Scoil Carmel JNS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Scoil Carmel JNS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

5.1 ASD Class

Scoil Carmel JNS, Roll Number 17899C, with the approval of the Minister for Education, is establishing one class to provide an education exclusively for students with Autism Spectrum Disorder (ASD).

The following criteria will apply when making an application for a place in this special class:
Enrolment of Children in the Special Class for children with Autism

Scoil Carmel JNS



- Each child must have a full current (i.e. within two years) Psychological and Cognitive Assessment, which must specify a diagnosis of Autism under DSM IV/V or ICD 10 and a recommendation for a special class placement in a mainstream school from such a professional report
- Parents/guardians must fill in and return an application form for School Enrolment. All relevant professional reports and assessments must be given to the school once the child has been offered a place in the school.
- First preference will be given to pupils currently attending Scoil Carmel JNS, where a transfer will take place from his or her mainstream class to the special class, if enrolment criteria have been satisfied
- The DE states that the ratio for each class is a maximum six pupils to one teacher and two SNAs. There must be more than three pupils for the school to access the second SNA for a special class.
- In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The BoM reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school.
- An Induction meeting of new parents/guardians will be held prior to commencement in the school.
- As Scoil Carmel JNS is a Junior National School the class will be for pupils from Junior Infants to Second Classes only.
- A placement breakdown can sometimes occur. All placements are subject to review at the request of the parent/guardian and or the school. The review will include input from all agencies involved through a multi-disciplinary team meeting (MDT) - the parents/guardians and the school. Following a review, a recommendation may be made that the child be enrolled in a school that suits his or her needs better.
 - The enrolment criteria are similar to that of mainstream classes

Selection Criteria

- 1) All children living within the Catholic Parish of Firhouse
- 2) Children who have siblings currently enrolled in Scoil Carmel JNS
- 3) Children outside the area whose siblings are past pupils of the school
- 4) Children of current staff members
- 5) Children of past pupils
- 6) Provision is made for children from the local Travelling Community



Scoil Carmel JNS

In the event that the class is over-subscribed the school will apply the above criteria in the order listed to all applications received within the timeline set out in the Annual Admission Notice. In the event of two or more students being tied for a place or places the following arrangements shall apply

- Successful applicant will be picked by random selection by two members of the BoM and the Special Education Needs (SEN) Coordinator.
- Unsuccessful applicant details will be retained so that in the event of a cancellation or postponement this applicant may be offered a place
- Integration within a mainstream class will be determined based on the individual needs of the child, and through discussion with the parents/guardians and the relevant class/SEN teacher. A phased integration will take place and this integration will be subject to review regularly.

As Scoil Carmel JNS is an inclusive school we adopt a whole-school approach towards nurturing inclusion and as such reverse integration will take place in some mainstream classes with respect to the ASD class.

6. Admission to Junior Infants

Pupils will be admitted according to the selection criteria provided that a place is available.

6.1 Selection Criteria

- 1) All children living within the Catholic Parish of Firhouse.
- 2) Children who have siblings currently enrolled in Scoil Carmel JNS
- 3) Children outside the area whose siblings are past pupils of the school.
- 4) Children of current staff members.
- 5) Children of past pupils.
- 6) Provision is made for children from the local Travelling Community. In the event that the school is over-subscribed the school will apply the above criteria in the order listed to all applications received within the timeline set out in the Annual Admission Notice. In the



Scoil Carmel JNS

event of two or more students being tied for a place or places the following arrangements shall apply

- Successful applicant will be picked by random selection
- Unsuccessful applicant details will be retained so that in the event of a cancellation or postponement this applicant may be offered a place

7. What will not be considered or taken into account

In accordance with Section 62 (7) 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.

- a) A pupil's prior attendance at a playschool or pre-school or an early interaction class
- b) Payment of fees / contribution to the school
- c) Pupils academic ability, skills or aptitude
- d) Occupation, financial status, academic ability or aptitude of the parents of the pupils
- e) A requirement that a pupil or parents attend an interview
- f) Date and time on which the application was received provided it was received within the timelines set out in the Admission notice

8. Decisions on applications

All decisions on applications for admission to Scoil Carmel JNS will be based on the following:

- Our School's Admission Policy
- Our Schools Annual Admission notice
- The information provided by the applicant on the official application form received within the period specified in the Admission notice. Selection criteria that are not included in our Admission policy will not be used in making decisions on admission.



Scoil Carmel JNS

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school within the timeframe outlined in the Annual Admission Notice. If a pupil is not offered a place in our school the reasons will be communicated in writing to the applicant including, where applicable, details of the pupils ranking against the selection criteria and details of the pupil's place on the waiting list. Applicants will be informed of the right to seek a review / right of appeal on the decision (see section 18).

10. Acceptance of an offer of a place

In accepting the offer you must indicate

- a) Whether or not you have accepted an offer of admission for another school or schools. You must then provide details of any such offer or offers.
- b) Whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools. If this is the case you must provide details.

11. Circumstances in which offers may not be made or may be withdrawn.

An offer may not be made or may be withdrawn by Scoil Carmel JNS where

- a) It is established that the information in the application is false or misleading
- b) The applicant fails to confirm acceptance of an offer on or before that date set out in the Admission notice.
- c) The parent of the pupil, when required by the Principal in accordance with Section 23(4) of the Education Welfare Act (2000) fails to confirm in writing that the schools code of behaviour is acceptable to him / her and that he / she will make all reasonable efforts to ensure compliance with the code by the pupil.
- d) An applicant fails to comply with the requirements of acceptance – as set out in Section 2



Scoil Carmel JNS

12. Sharing of Data with other schools.

Applicants should note that Section 66(6) of the admission to school Act (2018) allows for the sharing of certain information between schools to facilitate the efficient admission of pupils. It allows a school to provide information to another school BoM in so far as it relates to applications for admission.

13. Waiting list

The waiting list will remain valid for the school year in which admission is being sought. Offers of subsequent places will be made to pupils on the waiting list. Placement on the waiting list is in the order of priority assigned to the applications after the selection criteria were applied.

14. Late applications

Applications received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon under the School Admission Policy. Late applicants will be offered a place if there is a place available. If there is no place available the name will be added to the waiting list.

15. Procedures for admission of pupils to other years and during the school year.

Pupils will be admitted according to the selection criteria provided that a place is available in the class in question.

16. Non-charging of fees

The BoM of Scoil Carmel JNS or any person acting on its behalf will not charge fees as a condition of

- An application for admission
- Continued admission in the school



17. Arrangements regarding students not attending religious instruction

A written request should be made to the Principal of the school. A meeting will be arranged with the parents of the pupil to discuss how the request may be accommodated by the school. The wishes of the parents will be respected. The child will be provided with independent work to be completed within the classroom setting. Special arrangements will be put in place in 2nd Class when First Confession and First Holy Communion practices are taking place in the Church. This will involve a twinning of classes and a reciprocal supervision arrangement.

18. Reviews /Appeals

Decisions will be given in writing within 3 weeks of the closing date of applications. A request may be made for the BoM to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act (1998). The timeline for the review is set out in the procedure determined by the Minister under Section 298 of the Education Act (1998) and is published on the website of the DE. The Board will conduct the review in accordance with the procedures determined under Section 29(C) of the Education Act 1998. If the applicant is refused due to the school being oversubscribed the applicant may request a review before making a Section 29 appeal.

Appeal Section 29 – a parent may appeal a decision to refuse admission. Appeals under Section 29 will be considered and determined by an independent appeals committee appointed by the Minister under Section 29B of the Education act (1998). Refusal to enrol on grounds of

- Exceptional circumstances

The BoM reserves the right to refuse admission in exceptional circumstances.

- When the pupil has special needs that, even with additional resources provided by the DE, the school cannot meet the needs and / or provide the pupil with an appropriate education.
- When in the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, staff or school property.



Scoil Carmel JNS

Implementation

This policy was ratified by the BoM on 17/11/2022

It was approved by the Patron.

It will be reviewed annually and the Board will monitor its implementation.

Signed:

Chairperson of BOM

Handwritten signature of Mary C. Drake in cursive.

Signed:

Principal

Handwritten signature of Irene Quinn in cursive.

Date of next Review: October 2023