



## Admissions Policy

### Guardian Angels' National School

#### 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/guardians of children attending the school.

The policy was approved by the school patron on 26<sup>th</sup> May 2023. It is published on the school's website and will be made available in hardcopy, to any person who requests it.

The relevant dates and timelines for the Guardian Angels' NS admission process are set out in the school's annual admission notice which is published 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

Guardian Angels' NS is a co-educational primary school with a Catholic ethos under the patronage of the Catholic 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 person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects.
- b. A living relationship with God and with 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.

The 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 S15 (2) (b) of the Education Act, 1998 the Board of Management of Guardian Angels' NS 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.

We at Guardian Angels' National School endeavour to create a secure and happy learning environment so that all pupils can reach their full potential. We fully acknowledge and appreciate the important contribution parents/guardians make towards achieving this aim. Our school behaviour and anti-bullying policy encourages self-discipline and mutual respect.

### 3. Admission statement

Guardian Angels' NS will not discriminate in its admission of a student to the school on any of the following grounds:

- 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.
- 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.

Guardian Angels' N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Guardian Angels' N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

#### All denominational schools

Guardian Angels' NS 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 a Roman 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

While Guardian Angels' NS is not a Special School and does not have a unit or special class, we welcome pupils with special educational needs.

#### 5. Admission of students

Guardian Angels' NS is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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 and/or legal guardian, if applicable, 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 Positive 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.

#### 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. Siblings and step siblings of children already enrolled in Guardian Angels' NS and children resident in the Parish of the Guardian Angels, Newtownpark Avenue, Blackrock, Co Dublin (the eldest child will have priority in this ranking).
- b. Children of staff members of Guardian Angels' NS (the eldest child will have priority in this ranking).
- c. All other applicants resident outside the Parish of the Guardian Angels, Newtownpark Avenue (the eldest child will also have priority).

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 oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

#### 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. 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.
- d. The occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians.

- e. A requirement that a student, or his or her parents/guardians, 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, except in the case of a sibling attending the school.
- g. The date and time on which an application of 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 Guardian Angels' NS 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 Guardian Angels' NS, the applicant must indicate –

- a. Whether or not he or she has 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.
- b. Whether or not the applicant has applied for and is awaiting confirmation of an offer of admission from another school or schools, and if so, the applicant must provide details of the other school or schools concerned.

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

Guardian Angels' NS may decline to make an offer of admission, or, withdraw a previous offer made to an applicant (whether or not such offer has been accepted by such applicant) 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 and/or other legal guardian, if applicable, 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 Positive 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 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.

Section 66 (6) allows a school to provide another school's patron or another board of management with a list of the students in relation to whom:

- a. An 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 to the school year concerned than places available, a waiting list of students whose applications for admission to Guardian Angels' NS 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 Guardian Angels' NS 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 admission notice, will be placed at the end of the waiting list in order of the 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. Where an applicant is unsuccessful in obtaining a place in Guardian Angels' NS for a particular year, it should be noted that a new application must be submitted for admission the following year, according to the dates and timelines set out in the school's annual admissions notice for that year.

## 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.

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 a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

#### 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 student who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- The admission of such pupils in accordance with the school's Admission Policy.
- Pupils will be admitted to Senior Infants through to Sixth classes if there is a space available in the relevant class. The maximum number of pupils in any class is 28.

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:

- The admission of such pupils is in accordance with school's Admission Policy.
- Pupils will be admitted provided there is space in the class. The maximum number in any class is 29.

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

The board of management of Guardian Angels' NS 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 students not attending religious instruction

Where the parents/guardians/guardians have requested that the student attend the school without attending religious instruction in the school, a written request should be made to the principal of the school. A meeting will then be arranged with the parents/guardians/guardians, to discuss how the request may be accommodated by the school. These arrangements will not result in a reduction in the school day of such students.

#### 18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student and/or other legal guardian, if applicable, may request the board to review a decision to refuse 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 reviews are set out in the procedures determined by the Minister for Education and Skills 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.

**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 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 29 (b) of the Education Act, 1998 which are published on the website of the Department of Education and Skills.

This Admission Policy was approved on 26<sup>th</sup> May 2023

Signed: James McAuliffe signed: Paddy Geill

Chairperson BOM

Principal/Secretary to the BOM

Guardian Angels' National School

**School address:** Newtownpark Avenue, Blackrock, Co Dublin A94 H395

**Roll number:** 19335M

**School Patron:** Roman Catholic Archbishop of Dublin

