

MARY QUEEN OF ANGELS 1



**BALLYFERMOT**

## **Admission Policy**

Mary Queen of Angels N.S. 1

Gurteen Road,

Ballyfermot,

Dublin 10.

## **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 \_\_\_\_\_.

The relevant dates and timelines for Mary Queen of Angels N.S 1's admission process are set out in the school's annual admission notice and the policy must be read in conjunction with this.

## **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission of the school and the legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## **Characteristic Spirit and General Objectives of the School**

Mary Queen of Angels is a national school under the patronage of the Archbishop of Dublin. The classes taught in the school range from early start to sixth class. It is an all boys' school, except for the Early Start setting which is co-educational. The mission of the school is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all of our pupils to develop to their full potential as persons; spiritually, socially, morally, physically and academically. We are committed to providing a learning environment which is free from discrimination, threats, bullying and harassment for all our staff and pupils. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student-centred education which nurtures the strengths, talents and potential of all.

## **School Resources and Curriculum**

Mary Queen of Angels operates in accordance with relevant legislation, the funding and resources available, the Rules for National Schools, statutory regulations/directions/circulars issued from time to time by the Department of Education & Skills (the “DES”) and/or the Patron. The School is grant-aided by the DES. The School’s educational programme, the operation of its facilities, and its implementation of the School plan and policies, are subject to and limited to the availability of resources and staffing allocations made available by the DES. The School Curriculum is as prescribed by the DES, and may be amended from time to time.

## **Admission of Pupils**

Mary Queen of Angels 1 provides education exclusively for boys from junior infants to sixth class and does not discriminate where it refuses to admit a girl applying for admission to the school. While the school’s objective is to provide education in an environment which promotes certain religious values, it does not discriminate in relation to the admission of a pupil who has applied for a place in the school in accordance with Section 7A of the Equal Status Act 2000.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances. This school shall admit each student seeking admission except in the following circumstances:

- The school is oversubscribed
- 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 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 pupil.

## **Admissions Procedures**

Mary Queen of Angels 1 follows these procedures for enrolment of Junior Infants in our school:

- Parents are requested to complete an Application Form, available from the school office.
- Parents are informed of the need for early enrolment through:
  - Informing pupils already in the school
  - Notice displayed in the school
- The Principal and Junior Infant teacher meet with the parent(s)/guardian
- The school encourages the parent/guardian to have the children accompany them to meet the class teacher and become familiar with their new environment
- All children are requested to present a birth certificate and PPSN

- An induction day for parents of Junior Infant parents will be held in May where school uniform, books, Code of Behaviour, other policies etc, will be discussed.

NOTE: The school **cannot** accept applications prior to the **1<sup>st</sup> October** of the school year prior to proposed admission. Enrolment application forms are available from the school office and must be returned to the school office fully completed, duly signed and dated by the parent(s) of the applicant and complete with all specified documentation.

### **Decision Making**

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy. As a general principle, and in so far as is practicable having regard to the school's enrolment policy, the children shall be enrolled on a 'first come first served' basis, providing there is space available.

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:

- Children from the catchment area of the school.
- Children with siblings currently in the school.
- Children with siblings who attended the school and who have left after completing sixth class.
- Children with greater Ballyfermot addresses with:
  - Siblings currently in the school.
  - Sibling who have attended the school and completed sixth class.

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.
- The payment of fees or contributions (howsoever described) to the school.
- A student's academic ability, skills or aptitude (except in relation to a special class application).
- The occupation, financial status, academic ability, skills or aptitude of a student's parents.
- A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- A student's connection to the school by virtue of a member of his or her family attending or having previously attended the school.
- The date and time on which an application for admission was received by the school.

## **Enrolment of Students with Special Needs**

In relation to the enrolment of children with special needs, the Board of Management of Mary Queen of Angels may request a copy of the child's medical and/or psychological report. This report is requested to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required. Following the receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it should, prior to enrolment, request the DES to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following: teacher for special needs, special needs assistant, specialised equipment for furniture, transport services or other.

Mary Queen of Angels is a school which has established an Autism Spectrum Disorder 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.

## **Pupils Transferring**

Pupils may transfer to the school subject to school policy, available space and the rules governing National Schools. Information concerning the child's attendance and educational progress should be communicated between schools.

Children enrolled in our school are required to co-operate with and support the school/Board of Management's Code of Behaviour as well as all other policies on the curriculum, organisation and management of the school. In accordance with the Department of Education & Science's 'Rules for National Schools' (130), and the obligations on Mary Queen of Angels Primary School 1 board under the safety, Health and Welfare at Work Act (1989), and the guidelines as laid down by the National Educational Welfare Board, it may be necessary to temporarily or permanently exclude a pupil from the school. The procedure necessary for expulsion or for a suspension is set out in section 24 of the Education (Welfare) Act 2000.

Suspension will be availed of either after all minor sanctions have been exhausted or as a response to a single breach of school discipline where any lesser sanction would be inappropriate in the circumstances. The Board of Management empowers the Principal to impose a suspension and is required to inform the Board whenever this is done.

Expulsion is seen as a last resort, and will only be resorted to when all other sanctions have been exhausted and the pupils and parents/guardians have been made aware, by notice in writing, that expulsion is being contemplated by the Board and invited to make their views

known to the school. In every case it will be preceded by a suspension from school activities to enable their exchange of views to take place. The Board alone has the power to expel.

### **Appeals Process**

Right of Appeal Section 29 of the Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. An appeal must be submitted in writing by parents/guardians to the board of management within 42 days of issuing of letter of refusal informing the board of the appeal and the grounds on which it has been lodged. The board of management will be asked to submit as soon as possible any information or documentation which it considers may be relevant to the appeal to the Section 29 Appeals Administration Unit. This is the responsibility of the school principal/ chairperson. Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department's website at [www.education.ie](http://www.education.ie).

### **Implementation**

This policy will be supported, developed and implemented in collaboration with the principal and all staff members. The policy will be monitored and evaluated frequently by staff members.

### **Review**

It will be necessary to review this policy on a regular basis to ensure optimum implementation of the Admission Policy. All staff members will be involved in the review.

### **Ratification and Communication**

This Admission Policy was reviewed and revised in \_\_\_\_\_ and ratified by the Board of Management on \_\_\_\_\_ .

Parents can inspect the policy in the school office.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

(Chairperson of Board of Management)

(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_