SCOIL MHUIRE
ROBINSTOWN PRIMARY SCHOOL
Baile Róibín, An Uaimh, Co. na Mí • Robinstown, Navan, Co. Meath
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Admission Policy of Robinstown NS

School Address: Robinstown Navan, Co.Meath

Roll number: 17520U

School Patron: Bishop of Meath, Canon Tom Deenihan

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 29-01-25. 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 **Robinstown NS** 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.

The Annual Admission notice will be communicated to the school community through the school website.

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 on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Robinstown NS is a co-educational Catholic school under the patronage of the Bishop of Meath, Canon Tom Deenihan.

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 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 **Robinstown 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

Robinstown NS operates within the regulations laid down from time to time by the Department of Education and Science and the school is dependent on the grants, and teacher resources provided by the Department of Education and Science. School policy in all areas must have regard to the resources and the funding currently available.

Robinstown NS follows the curricular programme prescribed by the Department of Education and Science, which may be amended from time to time in accordance with Section 9 and 30 of the Education Act (1998)

Within the context and parameters of Department regulations and programme, the rights of the patron as set out in the Education Act (1998) and the funding and resources available, **Robinstown NS** supports the principles of:

(a) Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need.
(b) Equality of access and participation in the school.
(c) Parental choice in relation to enrolment.
(d) Respect of diversity of values, beliefs, traditions and languages and way of life in society

3. Admission Statement

Robinstown NS 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.

- **Robinstown 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

- **Robinstown NS** 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.

- **Robinstown NS** 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.

Categories of Special Educational Needs catered for in the school.

Robinstown NS is a mainstream school with the approval of the Minister of Education has established two Early Intervention ASD classes to provide an education exclusively for students aged between 3-5 with a diagnosis of ASD meeting DSM IV/V or ICD – 10 diagnostic criteria The classes are for all pupils who meet criteria irrespective of cognitive ability. The maximum class size for the Early Intervention ASD class is 6 pupils, in line with DES and HSE policies. It will be staffed by one teacher and minimum of one SNA , as dictated by the DES allocation procedures.

Pupils with Special Educational Needs (SEN) in the mainstream school are catered for by their mainstream class teacher with the support of the Special Education Team. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of special education needs or disability provided the necessary

supports are in place in the school. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources.

4. Admission of Students

The following documentation must be provided for admission:

- A fully completed application form for enrolment.
- Copy of the applicant's birth cert - and baptismal cert if applicable (This is not a requirement if the applicant was baptised in the parish of Dunderry).

Criteria for Admission to Robinstown NS

- Applicants with siblings currently enrolled in the school(including stepsiblings, resident at the same address), priority eldest;
- Children residing in the parish, priority eldest;
- Children of staff members, priority eldest
- All other applicants, priority eldest.

Criteria for Admission to our Early Intervention ASD classes

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining: …..

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for
- The school has an available place within the appropriate Early Intervention Class.
- The applicant must be at least 3 years of age by the commencement of the academic year in which they are enrolling for. He/she is ineligible for a place in the Early Intervention ASD class if he/she is turning 6 during that academic year.

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 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.

c) **Robinstown 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

d) The Early Intervention ASD Class within **Robinstown NS** provides an education exclusively for students with a primary diagnosis of a qualifying Autism 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.

5. 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:

1. Applicants with siblings currently enrolled in the school(including stepsiblings, resident at the same address), priority eldest;
2. Children residing in the parish, priority eldest;
3. Children of staff members, priority eldest
4. All other applicants, priority eldest.

In the event that the number of applicants exceeds the number of remaining places in any of the selection criteria categories above, the following arrangements will apply.

- Remaining applicants will be prioritised on the grounds of age, beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.
- Where two or more pupils are tied for the last remaining available school place (on grounds of shared date of birth), that place will be awarded to the applicant who is oldest by virtue of the time of birth recorded on their birth certificate.
- In the event that twins or multiple birth siblings are tied for the last place both/all will be admitted by way of exception.

6. 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, including naíonraí, other than in relation to a student's prior attendance at –
   i. an early intervention class, or
   ii. an early start pre-school, specified in a list published by the Minister of Education from time to time.

(b) the payment of fees or contributions (howsoever 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;

(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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(g) 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to **Robinstown 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 13 below in relation to applications received outside of the admissions period and section 14 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.

8. 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 17 below for further details).

9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from **Robinstown NS,** the applicant must indicate—

(i) whether or not the applicant has accepted an offer of admission for another school or schools. If the applicant has such an offer, the applicant must also provide details of the offer or offers concerned and

(ii) whether or not the applicant has applied for and 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.

10. 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 **Robinstown NS,** 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 9 above.

11. 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 a patron of another Board of Management with a list of the students in relation to whom:

i. An application for admission to the school has been received,
ii. An offer of admission to the school has been made, or
iii. An offer of admission to the school has been accepted.

The list may include the following:

i. The date on which an application for admission was received by the school.
ii. The date on which an offer of admission was made by the school.
iii. The date on which an offer of admission was accepted by an applicant.
iv. A student's personal details including his/her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

Data protection: In relation to all information requested and provided **Robinstown NS,** will comply fully with the school's Data Protection Policy i.e. we will only share information that we are obliged to share.

12. 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 **Robinstown 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 Robinstown 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.

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.

Should your child or young person be placed on a waiting list for a place in one of the Early Intervention AS classes their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

13. 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 place available. In the event that there is no place available, the name of the applicant will be added to the waiting list set out in Section 12.

14. 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 Board of Management of Robinstown National School, in its Admission Policy, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class each year, bearing in mind; size of/available space in classrooms, health & safety concerns regarding staff and children, the educational needs of children of a particular age, multi-grade classes, presence of children with special educational/behavioural needs, DES maximum class average directives & time of school year.

The Board has determined that, henceforward, each class level (or classroom) will be deemed to have reached capacity (full) if that class level (or classroom) has 28 or more pupils currently enrolled and no further applicants will be admitted to that class level.

To apply the parents are requested to submit a separate completed application form with Birth Certificate.

The principal will process the application and determine whether there is a school place available at the desired class level.

The principal will issue a decision to the parents within 21 days of receipt of application.

Parents are required to accept the offer of a school place within 10 days

If the applicant is unsuccessful in their application the applicant will be placed on the waiting list

(in accordance with the selection criteria outlined in this policy).

The Board will comply with all the provisions contained in the Education Welfare Act which contains specific provisions in relation to the transfer of pupils from one national school to another.

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 board of management having determined the maxium number of children in each class each year (based on the criteria listed above) will process an application for admission received after the commencement if the school year if there is a space available.
- The application will be considered in line with the procedures outlined above.
- Placement on the waiting list of Robinstown 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.

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

The board of **Robinstown 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, or
(b) the admission or continued enrolment of a student in the school.

16. Arrangements regarding students 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 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) to discuss how the request may be accommodated by the school.
- While it is not possible for the child(ren) to leave the classroom during religious instruction, the class teachers will prescribe educational activities appropriate to the age and the ability of the children who do not attend religious instruction.
- Children who do not attend religious instruction will be supervised by a teacher during liturgical services, Mass and sacramental preparation in the church

17. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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.

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 of the student, or in the case of a student who has reached the age of 18 years, 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.

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.

This draft Admission Policy was discussed at the Board of Management meeting on 07/05/20

The draft Admission Policy was approved for submission to the Patron, The Bishop of Meath, on 11/05/20

This Policy is subject to review by the Borad of Management as the need arises.

This policy was reviewed and ratified by the Board of Management on the 29-01-25

Signed _____ Signed _____

Chairperson Principal

Green-Schools