

**ADMISSION POLICY
OF
ST JOHN THE BAPTIST INFANT GIRLS' SCHOOL, BELGROVE IGS**

**Seafield Road West
Clontarf
Dublin 3
D03 XK27**

Roll number: 19007S

School Patron: Roman Catholic Archbishop of Dublin, Dermot Farrell

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 7 July 2020. 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 St John the Baptist IGS 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.

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.

All parents submitting an application are acknowledging that they have read or had the opportunity to read the Admission Policy and understand same.

2. Characteristic Spirit and General Objectives of the School

St John the Baptist Infant Girls' School also known as Belgrove IGS is a Catholic all-girls primary school with a Catholic ethos 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 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 St John the Baptist IGS 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.

Our School motto is “*Is Deas a Bheith Óg*” – “*It is Nice to be Young*”. It is our school's priority to provide a safe, happy and stimulating place into which your child will love to come each day. We aim to provide a warm, caring and happy environment where every girl can achieve her full potential, educationally, physically, socially and emotionally.

Kindness, care and understanding of children of such a young age help us to achieve our objectives.

3. Admission Statement

St John the Baptist IGS 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.

St John the Baptist IGS is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

St John the Baptist IGS 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St John the Baptist IGS 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.

St John the Baptist IGS 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.

4. Special Education

St John the Baptist IGS, with the approval of the Minister for Education and Skills provides an inclusive education and welcomes children with additional needs into our mainstream classes.

5. Admission of Students

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 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.

5.1 The Board has determined the admission criteria to be applied by the Principal in accordance with the updated Education (Admissions to Schools) Act 2018. All girls must be at least four years of age before 1 September of the year they are due to start. However, while girls aged four years old by 1 September are eligible to be enrolled, the Board recommends that girls reaching their fourth birthday in May, June, July or August should wait until the following year.

5.2 Parents/legal guardians seeking to enrol their daughter in Junior Infants are requested to return the completed Junior Infant Application Form together with the daughter's original Birth Certificate to the school by the closing date.

5.3 If you wish your daughter to be considered as being resident in the catchment area, you must submit with the completed application form, the required proof of residency as outlined on the Application for Admission Form. Application forms and required documents must be posted or hand-delivered to the school secretary. Application forms and documents sent by email will not be accepted.

5.4 Parents/legal guardians may be asked for a certified translation of documents if they are not in English or Irish.

5.5 The Board is entitled to consider the application on the basis of the information provided and is under no obligation to seek clarification or further documentation.

5.6 By making the application, permission is given to the Board to verify the information provided. Where the Board has a query, it may seek clarification by examining public records and/or making local and other enquiries.

5.7 The Board will not consider an application for enrolment in a Junior Infant class for any girl who is currently in a Junior Infant class in another primary school. No pupil will be allowed repeat Junior Infants except in very exceptional circumstances.

5.8 St John the Baptist IGS provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

5.9 St John the Baptist IGS is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Priority will be given to applicants in the following order determined on the closing date for applications.

Category 1

- *Girls resident, at the time of application, in any of the three Roman Catholic parishes of St Anthony, St Gabriel and St John the Baptist, Clontarf, hereafter called the catchment area. (Proper documentation as determined by the Board of Management will have to be provided to prove the residency status in the parish area).*
- *Siblings, step siblings and foster siblings of girls currently enrolled in St John the Baptist Infant Girls' School.*

Category 2

- *Daughters of the current permanent staff in the school.*

Category 3

- *Girls not resident in the catchment area who are siblings, step siblings or foster siblings of children enrolled in Belgrove Senior Girls' school, St John the Baptist Junior Boys' School or St John the Baptist Senior Boys' School.*

Category 4

- *Girls not resident in the Catchment Area who are not siblings, step siblings or foster siblings of children currently enrolled in St John the Baptist Infant Girls' School, Belgrove Senior Girls' school, St John the Baptist Junior Boys' school or St John the Baptist Senior Boys' School.*

In the event that there is an excess of applicants within any category, offers will be made to girls within the particular category in birth order.

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 following arrangements will apply:

Offers will be made to girls within the particular category in birth order. Where there are two or more applicants with the same date of birth, a draw will take place by an independent person to determine order.

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) a student's prior attendance at pre-school or pre-school service, including naónraí;

- (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 her family attending or having previously attended the school;
(other than, in the case of sisters of a student attending the school and/or *St John the Baptist Senior Girls' School, St John the Baptist Junior Boys' School or St John the Baptist Senior Boys' School*);
- (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.

8. Decisions on Applications

All decisions on applications for admission to St John the Baptist IGS 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 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/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 St John the Baptist IGS, you must indicate:

- (i) whether or not you have 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 and
- (ii) whether or not you have applied for and 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 St John the Baptist IGS 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 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 a patron or 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 any or all of 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 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 St John the Baptist IGS 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 St John the Baptist IGS 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.

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 Admission 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 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 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 will accept transfers into the school subject to the terms of D.E.S. Circular 24/02, and to the following:

- that the pupil 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 pupil is transferring to an age-appropriate class and;
- that there is a space in a class at that level for the pupil wishing to transfer.

Fully completed application forms together with relevant documents as outlined on the application form will be accepted at any time during the school year. They will be date stamped.

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

1. Girls who have become newly resident in the catchment area and who do not have a place in any school.
2. Girls resident in the catchment area and who do not have a school place in the Dublin 3/5 area.
3. Girls resident in the catchment area and who are attending one of the schools in the Dublin 3/5 area.
4. All other applicants.

Should an applicant wish to be re-categorised, they must provide the school with the relevant material, for example, proof of residency in the catchment area and the application will be re-positioned on the waiting list from the date of re-categorisation.

In the event of the number of applicants in category (1) exceeding the number of places available in a given class, girls 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 waiting list for places that may become available at a later date. Places for the start of following school year will be offered based on applications received by 30 June and on the criteria above.

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 will accept transfers into the school subject to the terms outlined above. Pupils may transfer into Junior Infants after 30 September of any given year and into other classes at the beginning of each half-term.

16. Declaration in Relation to the Non-Charging of Fees

The Board of Management of St John the Baptist IGS or any persons acting on its behalf will not charge fees for or seek payment of 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.

17. Arrangements Regarding Students Not Attending Religious Instruction

The following are the school's arrangements for students where the parent(s) 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.

18. Reviews/ Appeals

Review of Decisions by the Board of Management

The parent of 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 and Skills.

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 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 to 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 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This Admission Policy was approved at a Board of Management Meeting on 8 October 2020 and will take effect from that date.

A handwritten signature in black ink, appearing to read "Paul Nolan".

PAUL NOLAN
Chairperson, Board of Management
St John the Baptist Infant Girls' School