**Admission Policy of St. Francis Xavier JNS**

**School Address: Roselawn Rd, Castleknock, Dublin 15**

**Roll number: 19435Q**

**School Patron: Archbishop of Dublin, Diarmuid Martin**

## **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 April 30th 2020. 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 St Francis Xavier JNS 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 on request to any person who requests it.

## **Characteristic spirit and general objectives of the school**

Our vision is that all of our children will achieve their full potential in a safe and happy environment. As teachers, we are committed to our own continuing professional development to ensure that the children experience the highest standard of education. We place a high value on collaboration with each other, parents, families and the wider school community to achieve the very best outcomes for all of our students. As a school we value the diversity of values, beliefs, traditions, languages and ways of life in our society, indeed presently there are children from over 30 different countries in our school. Inclusiveness of all children is paramount in our school as is equality of access and parental participation.

**Admission Statement**

St. Francis Xavier JNS will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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| **All denominational schools**  St. Francis Xavier 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.  **Schools with special education class**  St. Francis Xavier JNS is a school which has established a class for children with Autistic Spectrum Disorder (ASD), 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. |

## **Categories of Special Educational Needs catered for in the school/special class**

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| 1. **In the case of a mainstream school with a SEN class attached**   St. Francis Xavier JNS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder (ASD).  **For enrolment information regarding the Autism Class, please see Appendix B.** |

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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.

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| **All denominational schools**  St. Francis Xavier JNS is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.  **School with special education class**  The special class attached to St. Francis Xavier JNS provides an education exclusively for students with Autistic 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. |

## **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:

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| 1. Brothers and sisters (including step-siblings, resident at same address) of children attending St. Francis Xavier Junior and Senior Schools. 2. Children living within the boundaries of St Brigid’s Parish, Blanchardstown 3. Children of current Staff Members of St. Francis Xavier Junior and Senior Schools.   4. All children who apply and who do not live within the boundaries of St. Brigid’s Parish applying for a place in St. Francis Xavier Junior National School are entitled to a place if there are vacancies after categories 1,2 & 3 have been accommodated. |

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:

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| The eldest child will be given priority  In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, the Board of Management may invoke an earlier cut-off date in conjunction with the above criteria. |

## **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:

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| Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:   1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school;   (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)   1. a student’s academic ability, skills or aptitude;   (other than in relation to:   * admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or * admission to an Irish language school, in accordance with the provisions of section 62(9) of the act  1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;   (other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)   1. 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).   1. 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). |

## **Decisions on applications**

All decisions on applications for admission to St. Francis Xavier JNS 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](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  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.

## **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](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Francis Xavier JNS, 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.

## **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. Francis Xavier JNS where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 10 above.

## **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.

## **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. Francis Xavier JNS 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. Francis Xavier JNS 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.

## **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.

## **Procedures for admission of students to other years and during the school year**

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| 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:   * Should a place be available to accommodate the student within the necessary and appropriately aged year group then a place will be offered |

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| 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:   * Should a place be available to accommodate the student within the necessary and appropriately aged year group then a place will be offered |

## **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of St Francis Xavier JNS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## **Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

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| The following are the school’s arrangements for students, where the parent~~s~~ or in the case of a student who has reached the age of 18 years, the student, who has 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:   * The children will be given work, other than RE, to complete for the duration of religious lessons within the child’s own classroom. * The parents of the child will submit, in writing their request to withdraw their child from RE and the parents will be informed of school arrangements for same. |

## **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 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, 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 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.

Appendix A. ASD Class Admission

***Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the enrolment policy.***

It is the duty of parents to ensure that with the Application Form the School Secretary has **all** of the following:

1. An original Birth Certificate (together with a photocopy)

**Two** of the following as proof of address (these must be dated within two months of application):

1. Electricity Bill
2. Gas Bill
3. Landline Telephone Bill
4. Lease Agreement
5. A Diagnosis from a Psychiatrist, psychologist, or a multi-disciplinary team that has assessed and classified the applicant as
   * having autism or autistic spectrum disorder according to DSM-IV or DSM-V ICD 10 criteria without significant impairment,
   * As well as a recommendation for a placement in a Special Class for Autism by the same professionals as stated point in B.
   * If the child also presents with a general learning disability, this should fall within the Mild range or above.
   * Having initiated contact/support from Beechpark Services

If the school does not receive this documentation with the enrolment application the application will not be processed.

NOTE:

In the event of a child with ASD/Autism being placed in St Francis Xavier JNS mainstream, who does not cope despite resources in place, the Board of Management reserves the right to review each case and offer a place to this child, if an opening arises, in the ASD Unit as a priority under the following circumstances:

* The child’s placement in the mainstream is deemed unsuitable on the grounds of Health and Safety and provision of education to other children.
* The child meets the clinical criteria as set out in Point B.

**Offers of a place:**

The school will endeavour to place all applicants that comply with the following criteria:

* Applicants must be within the ages of 4 and 7 on the 1st June  2020.

 In the event that the number of children that apply for a place is greater than the number of places the following categories shall be used as a basis for prioritising children;

1. Children living within the boundaries of the catchment area specified in this document and the brothers and sisters (including step-siblings, resident at same address) of children attending St. Francis Xavier Junior and Senior Schools.
2. Children of current Staff Members of St. Francis Xavier Junior and Senior Schools.
3. Other children applying for a place in St. Francis Xavier Junior National School are entitled to a place if there are vacancies after categories 1 and 2 have been accommodated.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available at a later date.  Unsuccessful applicants will be informed in writing by post of their place on the waiting list.  All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

**Return of Forms of Acceptance**

Acceptance forms must be returned within one week of the letter of offer. If the school does not receive the acceptance form within one week the place will be offered to the next child on the waiting list.

**Case Conference**

Shortly after accepting a  place it is important that a case conference occur involving the parents, pertinent school staff, SENO and other appropriate professionals to ensure that the school is the appropriate environment for the child and that the appropriate resources and supports are allocated to the school to facilitate the education of the child.

**Late Applications**

Applications for places in the Autism Class made after 25th January 2020will only be considered when the initial waiting list for the particular class is cleared.

***This policy is subject to regular review by the Principal / Board of Management***