**Burgess National School**

**Admission Policy**

**Burgess National School**

**Carrigatoher**

**Nenagh Co. Tipperary**

**Burgessns.weebly.com**

**18164G**

**Most Rev.Fintan Monahan**

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 Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

The policy was approved by the school patron on 13th May 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 Burgess National School’s 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 Annual Admission Notice will also be placed in the Parish Newsletter, at the entrance in the local Pre School, in the local newspaper, in the school newsletter, on the school website and at the school entrances to notify parents that the school is accepting enrolment applications for the coming year. The enrolment process is by written application only.

Completed application forms should be returned by March 31st each year. All applications must be fully completed for consideration.

The completion of an enrolment application form or the placement of your child’s name on a list, however early, does not confer an automatic right to a place in the school.

Burgess National School operates within the regulations laid down by the Department of Education and Skills (DES) and follows the Primary School Curriculum (DES, 1999) which may be amended from time to time, in accordance with the Education Act (1998, Sections 9 and 30). The Board of Management, Principal and staff fully subscribe to the principles of partnership, accountability, inclusion, respect for diversity, parental choice and equality in developing and implementing all school policies.

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.

**General School Information**

* The teaching staff is comprised of 3 Class Teachers, 2 Special Education teachers (one shared) and 2 SNAs. The full range of classes istaught in the school and classes are multi-grade and of mixed gender.
* The school operates under the grants, teacher resources and accommodation provided by the Department of Education and Skills.
* We are governed by regulations laid down by the Department of Education and Skills and school policy has regard to the teaching resources, accommodation and funding available.
* Classes begin at 8.50 and finish at 1.40 for Junior and Senior Infants, and 2.400 from First to Sixth.

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

Burgess National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe, Most Rev. Fintan Monahan.

“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, a living relationship with God and with other people; and

(b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Burgess National School 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.

In Burgess National School we work at creating a Christian atmosphere that promotes the dignity and individuality of every pupil, enabling him or her to reach his/her full potential in a happy learning environment. We strive to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

## **Burgess National School commits itself to**

* Provide an education within a Catholic ethos, where children of all denominations and none, can together develop spiritually, intellectually, physically, creatively and socially.
* Promote an atmosphere of tolerance and celebration of difference, mutual respect and understanding, thus providing our pupils with a positive model for life.
* Cultivate good relationships based on respect, fairness, inclusion, empathy, nurturance and safety between pupils, staff, parents and the wider community.
* Provide an atmosphere of warmth and understanding where all children and adults will feel loved and cherished and pupils will enjoy learning in pleasant, supportive surroundings.
* Welcome and encourage constructive communication between parents and teachers, in our shared commitment to our children’s welfare.
* Grá dár n-oidhreacht a chothú, go háirithe ár dteanga, ár gcultur agus ár gcluichí féin.
* Promote respect for the individual’s needs, abilities and uniqueness and foster self-esteem.
* Awaken in our school community an appreciation and responsibility for our environment.

Provide a safe and secure environment for all children, staff and wider community.

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 Mission Statement of the School and legislative requirements.
* To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.
* 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.

## **Admission Statement**

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The Admission Statement of Burgess National School

* Is up to date with prevailing legislative changes of the Education Act.
* Publishes through relevant media, and correspondence, an Annual Admission Notice to the extended school and wider community.
* Does not discriminate against any pupil on specified grounds including, academia, aptitude, ability or religion (Section 11).
* Recognises the amendment to the Section 29 process and provision for Board of Management review.
* Does not seek or accept (as per Section 64 of the Education Act 2018) fees as part of the enrolment process to hold or secure an enrolment.
* Acknowledges the role of the minister to intervene where necessary to direct cooperation between boards (Section 66) and the commencement of a special class when deemed absolutely necessary in consultation with the NCSE (Section 8).
* Does not discriminate on the grounds of parents’ occupations, financial status or academic ability (as per Section 62).
* Has developed a set of criteria by which enrolments are selected.

Burgess National School will not discriminate in its admission of a student to the school on any of the following

* the gender ground of the student or the applicant in respect of the student concerned,
* the civil status ground of the student or the applicant in respect of the student concerned,
* the family status ground of the student or the applicant in respect of the student concerned,
* the sexual orientation ground of the student or the applicant in respect of the student concerned,
* the religion ground of the student or the applicant in respect of the student concerned,
* the disability ground of the student or the applicant in respect of the student concerned,
* the ground of race of the student or the applicant in respect of the student concerned,
* the Traveller community ground of the student or the applicant in respect of the student concerned, or
* 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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| Burgess National School 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.  *Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018* |

**4.** **Categories of Special Educational Needs catered for in the school/special class NA**

## **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**  Burgess National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.  *Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.* |

## **Oversubscription**

In the event that Burgess National 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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| * 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; * Random selection (independently verified) |

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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| Random selection (independently verified)  Where two or more applications have met the same number of selection criteria and are tied for a place, Burgess NS will use ‘proximity to the school’ (i.e., the travel  distance between the Applicant’s home and the school) to assign any available places in the school, or on the waiting list, to those applications. |

## **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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| 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; 2. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 3. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 4. 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 (1) siblings of a student attending the school)   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. |

## **Decisions on applications**

All decisions on applications for admission to Burgess National School 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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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.

Decisions in relation to applications for enrolment are made by the Principal accordance with school policy. The Board of Management will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The Board of Management will have regard for the relevant DES guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board of Management is bound by the DES Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Burgess National School must have reached the age of 4 years by August 31st of the year they will commence 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 Burgess National School, 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 Burgess National School 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](#_Acceptance_of_an) 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.

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 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).

## **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 Burgess National School 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 Burgess National School 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.

## **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 as set out in Section 13.

## **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:  *Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child’s educational progress.*  *Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.* |

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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:  *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 Burgess National School 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 Burgess National School 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.* |

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to the start of the new school year.**

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

The Board of Management of Burgess National School 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.

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

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| Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.  The following are the school’s arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school. |

## **Reviews/appeals**

**Review of decisions by the Board of Management**

The parents/guardians 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 parents/guardians 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 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## **Implementation and Review**

## This Policy will be reviewed, as deemed necessary, by the Board of Management.

## **Policy Ratification**

The policy was ratified by the Board of Management of Burgess National School on .

**Signed:** **Date:**

**Imelda Walsh (Chairperson, Board of Management)**

**Emma Long (Principal)**

The contents of this policy have been approved by St Senan’s Education Office, acting on behalf of the Patron.

Appendix 1

**Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that “*A recognized school shall …. subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”*.

Section 15 (2) (d) states the Board of Management shall “*publish …. The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected*”.

Section 27 (1) states that “*A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.*

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “*make a decision in respect of the application concerned and inform the parent in writing thereof”*

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “*gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community*” regarding admission, assess to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious’ values [Section 7 (3)].

**Education (Admission to School) Act 2018**

The Board of Management of Burgess National School acknowledges its incumbent responsibility to adhere to the legislative and statutory obligations of the Education (Admission to School) Act 2018.

The Admission Statement of Burgess National School acknowledges and follows the key stipulations by which the BOM under the patronage of the Bishop of Killaloe, Most Rev Fintan Monahan are bound and the Admission Statement reflects such statutory requirements.

Appendix 2

Enrolment Application Form