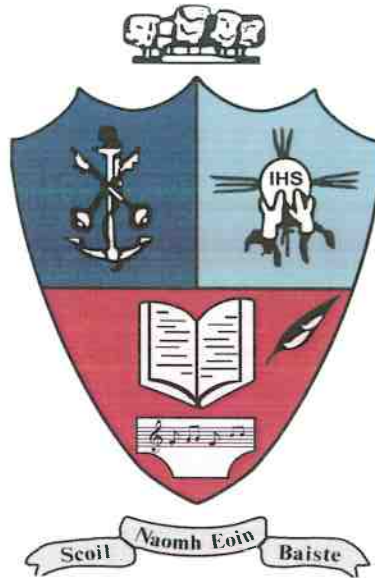


**St. John the Baptist
Junior Boys' School**
Seafield Road West
Clontarf
Dublin 3
Tel: (01) 833 6539
Roll No. 19006Q



**Scoil Naomh Eoin Baiste
Buachaillí Sóisearacha**
Bóthar Ghort na Mara Thiar
Cluain Tarbh
Baile Átha Cliath 3
Guthán: (01) 833 6539
Uimhir Rolla 19006Q

www.belgrovejbs.ie • info@belgrovejbs.ie

Admission Policy

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 has consulted with the Staff, the Patron and with parents of children attending the school.

Definitions

Board: The word “Board” refers to the Board of Management of St. John the Baptist Junior Boys’ School, Seafield Road West, Clontarf, Dublin 3.

Catchment Area: The term “Catchment Area” refers to the three parishes of St. John the Baptist Clontarf, St. Anthony’s Clontarf, St. Gabriel’s Dollymount in Dublin.

Department: The word “Department” means the Department of Education and Skills.

Junior Infants September Enrolment Process: this term refers to the enrolment process for the admission of pupils to Junior Infants in September of each academic year.

Other Years September Enrolment Process: this term refers to the enrolment process for the admission of pupils to Others Years (i.e. non-Junior infants years) in September of each academic year.

Parents: Parents as defined in this document are as defined in the Education Act 1998.

Patron: The word “Patron” means the Catholic Archbishop of Dublin or the person with powers of governance if the diocese is vacant or impeded.

School: The word “School” as used in this Policy refers to St. John the Baptist Junior Boys’ National School, Seafield Road West, Clontarf, Dublin 3, Roll No. 19006Q.

Staff: The word “Staff” as used in this Policy refers to all staff, teaching and non-teaching,

who are employed in or by the School and includes those who volunteer assistance in any School activities.

The policy was approved by the Patron on 2 November 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 the 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. All applications for entry to Junior Infants must be received between 1 November in the year preceding, and no later than 5pm on 31 January in the year of, commencement.

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

Belgrove Junior Boys' National School is a Catholic all boys 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 the life, death and resurrection of Jesus; and
- d) The formation of the pupils in the Catholic faith.

The 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 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 doing so, it caters for the cognitive, intellectual, physical, cultural, moral and spiritual development of boys from Junior infants to second class and also the boys in the special class for pupils with autism spectrum disorder.

The School is funded by and depends on grants and teacher resources provided by the Department and operates within the regulations laid down by it. The Board is accountable for and must take due regard of the resources and funding made available. The School follows the curricular programmes prescribed by the Department. The School is subject to relevant legislation, in particular the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004), health and safety law, and equality law.

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in Education Act, and the funding and resources available, the School supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access to, and participation in, the School
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society in general.

The principal role of the School is to provide an education for boys who are resident in the three parishes of St. John the Baptist Clontarf, St. Anthony's Clontarf, St. Gabriel's Dollymount. The school planning area served by the School consists of the Clontarf parishes, whose boundaries are different to the area which is commonly known as Clontarf. The Board urges Parents to check the Roman Catholic parish in which they live to be sure as to whether they live in one of the Clontarf parishes, bearing in mind that boundaries in some cases are along the middle of roads with houses on one side in a Clontarf parish and houses on the other side outside the Clontarf parishes as already defined.

The School has classes for boys from junior infants to second class. Currently, there are three classes in each year group, a total of twelve classes in all. The Board determines the number of pupils in each class, taking into account a variety of factors, including the maximum class size as recommended by the Department. The Department determines the number of teachers on the basis of pupil enrolment at a specific time during the previous school year. At present there are 19 teachers in the School including the Principal and Special Education Teachers.

3. Admission Statement

Belgrove Junior Boys' School 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.

Belgrove Junior Boys' 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.

Belgrove Junior Boys' NS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

4. Categories of Special Educational Needs catered for in the Special class in the school

The School with the approval of the Minister for Education and Skills has established a class to provide an education exclusively for students with Autism Spectrum Disorder. Procedures for admission to this class are covered in Admission Policy for ASD Class Belgrove JBS which appears as an appendix to this Policy.

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.

Belgrove Junior Boys' NS provides education exclusively for boys and shall refuse to admit as a student a person who is not of the gender provided for by this school.

Belgrove Junior Boys' NS is a Catholic primary school and may refuse to admit as a student a person who is not of Catholic denomination 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. The Board will use these categories in determining how places are to be allocated when applications exceed availability. Applicants in Category 1 get

first priority; those in Category 2 get second priority and so on. If an applicant qualifies in more than one category, then the higher category shall be used.

Criteria for Enrolment:

The Board has adopted, and the Patron has approved, the categories set out in this Section. The Board will use these categories in determining how places are to be allocated when applications exceed availability. If there are more qualifying applicants in a category than available places, then the Board shall make offers on the basis of the age of the applicant, with the oldest applicant getting the first offer, second oldest getting the second offer and so on. Applicants in Category 1 get first priority, those in Category 2 get second priority and so on. If an applicant qualifies in more than one category, then the higher category shall be used.

The categories are:

Category 1

A boy resident in the catchment area;

or

a brother or step-brother of a boy who is already enrolled in the School.

Category 2

A brother or step-brother of a boy who is already enrolled in St. John the Baptist Senior Boys' School, Clontarf;

or

a brother or step-brother of a girl who is already enrolled in either of Belgrove Senior Girls' School, Clontarf or Belgrove Infant Girls' School, Clontarf;

or

Recognising the continued presence of their parent within the catchment area during school time, a son of a permanent member of staff in the School, St. John the Baptist Senior Boys' School, Clontarf, Belgrove Senior Girls' School, Clontarf or Belgrove Infant Girls' School, Clontarf.

Category 3

A boy resident outside the catchment area.

The Board will apply the circumstances (as verified by the application form, the documentation accompanying the application form and any investigations of the Board) at the appropriate time.

As explained above, the Junior Infants September Enrolment Process will last until midnight on the 31 October after the September in which the accepted applicants generally start their Junior Infants year. Given that the application period will have closed on the previous 31 January, relevant facts such as the place of residence and the identity of the school being attended by a sibling could change in the nine months between 31 January and 31 October. **In considering which category an applicant qualifies for during that nine month period, the Board shall apply the circumstances as at 31 January. Therefore, for example, in relation to residency for the Junior Infants September Enrolment Process, one's residency at 31 January (the "Application Date") is what counts and moving into or out of the Catchment Area after 31 January will not change the category of the applicant.**

In this Code, the use of the terms "resident" and "residence" means actually resident on the Application Date, having established through the production of verifiable documentation a pattern of residency at the address identified or a clear intention for habitual residency to be established prior to 31 January in the year of Enrolment and continued thereafter. It is presumed in all cases that a child will be resident where his Parents are resident and accordingly it is proof of residence of such Parents that will be examined. By making the application, the applicant and his Parents accept and acknowledge that the onus is on them to show qualification as a resident and rebut any evidence to the contrary.

Any subsequent change in circumstances will not affect the category for which the applicant qualifies. Therefore, for example, if one is in the Junior Infants September Enrolment process, moving into the catchment area after 31 January will not bring an applicant into Category 1, and a brother or step-brother graduating from Sixth Class of St John the Baptist Senior Boys' School in June will not take an applicant out of Category 2.

In considering which category an applicant qualifies for in any situation other than the Junior Infants September Enrolment Process and the Other Years September Enrolment Process, the Board shall apply those circumstances existing on the day of the meeting of the Board which

first considers the allocation of the vacancy after the vacancy arises.

If an applicant is unsuccessful (which in the case for example of an applicant for the Junior Infants September Enrolment Process can only arise on the expiration of the Junior Infants September Enrolment Process), then the circumstances which exist at the time of the subsequent application process shall be applied in allocating the applicant to a category.

The Board reserves the right to refuse to enrol a pupil where the Board is satisfied that the pupil's Enrolment could pose an unacceptable risk to the safety, welfare or education of any other pupil or to any member of the Staff or to School property.

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:

- In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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 a pre-school or pre-school service, including naíonraí,
- (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 siblings of a student attending or having attended the school – **see section 6**)
- (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 the School will be based on the following:

- Our School's Admission Policy
- The School's annual admission notice
- 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 the 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 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** below for further details).

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

In accepting an offer of admission from the 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.

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 the school 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 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).

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 the 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 the 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, regardless of potential category.

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 a 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

Other Years September Enrolment Process

The completed application form (with any relevant accompanying documentation) may only be submitted to the School in the period starting on 2 January or the first day in the new year on which the School is open, whichever is the later, and ending at 5pm on 31 March before the September when the successful applicants are to start in the Year in the School. Any forms received either before or after that period may be rejected. The Board is under no obligation to tell you that your form is out of time, that your form is incomplete or that your documentation is inadequate. If your application is late, incomplete or your documentation is inadequate by 5pm on 31 March, then your application will not be considered until the Other Years September Enrolment Process for the Year for which you are applying has finished (i.e. not until the earlier of (a) the day after all applicants for that Year who had compliant documentation have been offered a place or (b) 1 August). The Board shall apply the circumstances of each applicant as at 31 March throughout the Other Years September Enrolment Process.

The Board endeavours to make the first round of offers during April, on or before 21 April. As well as deciding on those to whom offers are to be made, the Board shall also compile a list of those who have as yet been unsuccessful. Subsequent offers of places will take place as vacancies arise, for example through offers being rejected or offers not being properly accepted. Offers shall be made on the basis of applicants' places on that list. The Other Years September Enrolment Process for each Year (other than Junior Infants) will be completed on

the earlier of (a) the day after all applicants for that year with compliant documentation had been offered a place, or (b) 1 August.

All Other Applications

All other applications will be dealt with on the “**Other Applications**” basis set out below except where the application is dealt with under another section of this Policy before a place becomes available.

These applications will be considered when a vacancy arises, based on the Enrolment criteria set out above, provided that no other enrolment process is in train for the Year for which you are applying. The earliest one may apply for any Year is through the Junior Infants September Enrolment Process or the Other Years September Enrolment Process as the case may be. The Board may, but is not obliged to, keep a waiting list. If the Board keeps a waiting list, applicants must supply such further or updated material as the Board may require within the time specified by the Board to enable the Board to fill any vacancy.

Parents, please note that if your son is on such a waiting list (other than the waiting list produced during the Junior Infants September Enrolment Process or during the Other Years September Enrolment Process) then his place on this waiting list will be adversely affected by a subsequent application on behalf of a boy who is in a higher category than your son or by an older boy in the same category as your son. For example, assume you live outside the catchment area and your son is in Category 3. There is no vacancy in the Year for which he is applying but he is the only applicant. At that time, he is first in line for any place which becomes available. However, if another boy applies before a place becomes available and that other boy is resident in the catchment area (Category 1), then that other boy is first in line and your son would then be second in line.

Where there is a request to repeat a year, if, in the opinion of the class teacher and the Principal it would benefit the educational needs or development of a boy in any class to repeat such year, and in accordance with Department of Education criteria and subject to there being a vacancy available in the relevant year, the Board will consider such a request.

A copy of the School’s Admission Policy is available to download from the School website and may also be obtained from the School Secretary’s office. All Parents submitting an

application are acknowledging they have read or had the opportunity to read the Admission Policy and understand the same.

Requirements for Application

Other than applications for the Junior Infants September Enrolment Process (which must be submitted within the time period identified in section 1 above), all applications must be submitted to the School by 31 March each year. Parents will be informed of the decision regarding their application. The completion of an enrolment form does not confer any right to a place in the School.

Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a boy shall not be entitled to a place in the School, and the Board may cancel an offer already accepted, even if he would qualify on the basis of the criteria for enrolment.

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:

- All applications for admission after the commencement of the school year as outlined in the annual admission notice/Sections 5 and 6 above, 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.

Admission forms may be obtained from the School Secretary's office or downloaded from School's website. A copy of the School's Admission Policy is available to download from the School website and may also be obtained from the School Secretary's office. All Parents submitting an application are acknowledging that they have read or had the opportunity to read the Admission Policy and understand the same.

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

The Board 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.

17. 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board

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.

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 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 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 the 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 **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 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.

19. Miscellaneous

Pupils Transferring

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department. Pupils may transfer from the school at any time. It is a requirement of the Board that information concerning attendance and the child's

educational progress be communicated between schools. (Section 28, Education Welfare Act 2000).

General Data Protection Rules

Parent(s)/Guardian(s) should be advised that on occasion, in order for the school to function properly, relevant information for which there is a rationale and a legal basis for retaining will be shared with appropriate persons, bodies/groups, e.g. Aladdin. *Aladdin is a company that provides schools with an electronic system of taking attendance and sharing details and information about the School's pupils with members of Staff who have a need to know same. It is not accessible by persons and/or bodies that operate outside the school.*

Ratification and Review

This policy was ratified by the Board on the date below and communicated to Parents thereafter. It is applicable from the date below and subject to regular review by the Board in consultation with the Patron, the Parent Association and teaching Staff. Revised copies/updates of the policy are available on the school website and issued in hard copy to Parents upon request.

Signed: _____


CHAMPANSON

Date: 2 November 2020

APPENDIX

ST. JOHN THE BAPTIST JUNIOR BOYS' NATIONAL SCHOOL

ROLL NUMBER 19006Q

SPECIAL CLASS ADMISSION POLICY

This policy will operate for the 2020-2021 school year intake only and will be superseded by the Admission Policy of the school when it is drafted. Unless expressly amended by this policy, the terms of the Admission Policy shall apply to this policy.

Definitions

Admissions Policy: means the School's admission policy dated [] October 2020.

Board: The word "Board" refers to the Board of Management of St. John the Baptist Junior Boys' School, Seafield Road West, Clontarf, Dublin 3.

Catchment Area: The term "Catchment Area" refers to the three parishes of St. John the Baptist Clontarf, St. Anthony's Clontarf, St. Gabriel's Dollymount in Dublin.

Department: The word "Department" means the Department of Education and Skills.

Parents: Parents as defined in this document are as defined in the Education Act 1998.

Patron: The word "Patron" means the Catholic Archbishop of Dublin or the person with powers of governance if the diocese is vacant or impeded.

School: The word "School" as used in this Policy refers to St. John the Baptist Junior Boys' National School, Seafield Road West, Clontarf, Dublin 3, Roll No. 19006Q.

Staff: The word "Staff" as used in this Policy refers to all staff, teaching and non-teaching, who are employed in or by the School and includes those who volunteer assistance in any School activities.

The school's enrolment procedures will be subject to regular review and may be amended as needed by the Board in consultation with the Patron, the Parents' Association and the Staff.

School Catchment Area

The Catchment Area of the school is defined under the current Admission Policy.

The school accepts applications for enrolment from Parents of children living outside the school catchment area to a limit of the halfway point to the next comparable class for pupils with ASD. These applications will be processed by the Board in accordance with the procedures set out below.

Enrolment Applications

The school's special class will provide education for boys whose primary assessed disability is an autism spectrum disorder (ASD) and therefore, only boys diagnosed with ASD are eligible to apply for a place in the class. When Parents have expressed interest in enrolment in the school's special class, they should seek to obtain an Enrolment Application Form, which is available on request from the school office. A copy of the school's Admission Policy will also be provided. The provision of these items by the school is not indicative of a commitment to enrol. Applications for enrolment must be made by submitting a fully completed and signed Enrolment Application Form, accompanied by:

- An original birth certificate;
- **Two** current, original utility bills, e.g. ESB, Gas, broadband, telephone, etc. (dated within two months of registration);
- the child's PPS Number;
- The Eircode corresponding to the address of the child.
- A recent professional report confirming a diagnosis of ASD in accordance with DSM V/ICD – 10 criteria
- A recommendation from a relevant professional for placement in a special class, made on the basis of clearly identified complex needs arising from the diagnosis/es.
- The placement is gender and age appropriate- i.e. the child is male under the age of 8.
- For the 2020 -2021 school year only, places will be offered on a 'first come', basis.

Parents are obliged to provide the school with all requested information and documentation, and inform the School of any change of address, contact details, etc. that occur thereafter. False or misleading declarations and/or the withholding of relevant information will invalidate an enrolment application and necessitate a new application by the parent/guardian, which will be processed by the Board in accordance with the procedures set out below and will be date-stamped only on receipt of all relevant information.

Consideration of Applications

It is the policy of the School that all fully completed applications for enrolment are considered in a fair and equitable manner and that responses are issued efficiently. While recognising the rights of Parents to enrol their child(ren) in a school of their choosing, the Board also recognises its responsibility to respect the rights of the existing school community and in particular the children already enrolled therein. The Board is bound by the Department's Rules for National Schools which provide that pupils may only be enrolled from the age of 4 years and upwards, i.e. the candidate for enrolment must be at least four years of age before September 1st of the school year in which they apply to enrol, though compulsory attendance does not apply until the age of 6 years.

Oversubscription

In the event that the special class 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 Admissions Notice. The Board will use these categories in determining how places are to be allocated when applications exceed availability.

Applicants in Category 1 get first priority; those in Category 2 get second priority and so on. If an applicant qualifies in more than one category, then the higher category shall then be used.

Criteria for Enrolment:

The Board has adopted, and the Patron has approved, the categories set out in this section. The Board will use these categories in determining how places are to be allocated when applications exceed availability. If there are more qualifying applicants in a category than available places, then the Board shall make offers on the basis of the age of the applicant, with the oldest

applicant getting the first offer, second oldest getting the second offer and so on. Applicants in Category 1 get first priority, those in Category 2 get second priority and so on. If an applicant qualifies in more than one category, then the higher category shall be used.

The categories are:

Category 1

A boy resident in the catchment area;

or

a brother or step-brother of a boy who is already enrolled in the School.

Category 2

A brother or step-brother of a boy who is already enrolled in St. John the Baptist Senior Boys' School, Clontarf;

or

a brother or step-brother of a girl who is already enrolled in either of Belgrove Senior Girls' School, Clontarf or Belgrove Infant Girls' School, Clontarf; or

or

Recognising the continued presence of their parent within the catchment area during school time, a son of a permanent member of staff in the School, St. John the Baptist Senior Boys' School, Clontarf, Belgrove Senior Girls' School, Clontarf or Belgrove Infant Girls' School, Clontarf.

Category 3

A boy resident outside the catchment area.

The Board will apply the circumstances (as verified by the application form, the documentation accompanying the application form and any investigations of the Board) at the appropriate time.

Decision-making

Decisions in relation to applications for enrolment are made by the Board in accordance with school policy. The principal will consider all applications and determine the allocation of

places in line with the criteria set out in this policy. This allocation will then be referred to the Board. The principal, on behalf of the Board, will notify Parents within 21 days of the closing date for applications or, if that date has passed, within 21 days of an application being made. In its consideration of enrolment applications, the Board will also have regard for any relevant Department guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children. Parents will be required to respond by the date stated on the letter of offer and to sign the acceptance section of the Enrolment Application Form.

Placement

If a pupil's placement in the special class has indicated that transfer to a mainstream class is now in the best interests of the child, the School will review that placement with the pupil's Parents and any/all other relevant professionals/bodies.

In the event of the number of applications being greater than the number of places available in the special class, the names of applicants who meet the criteria set out in the school's Special Class Admission Policy will be kept on file for consideration should a vacancy become available during the current school year only (consideration for enrolment for a new school year will deem necessary a new application). Parents of these children will be informed in writing of this decision and advised of the Appeals Procedure, as outlined in the policy. Parents who do not get a place for their son need to reapply for a place for the next school year.

Where applications received do not meet the criteria as set out in this Policy, and therefore cannot be considered for an offer of a place, the Parents concerned will be notified in writing within 21 days of the closing date/application. The reason for this decision will be clearly stated. Recipients will be advised of the Appeals Procedure, as outlined below.

Appeals Procedure

Application for enrolment alone does not guarantee a place in the school. The Board reserves the right to refuse enrolment in the first instance (or re-enrolment of a child who has left the school) in circumstances where it deems that a child has special needs such that, even with additional resources available, the school cannot meet such needs and/or provide the child with an appropriate education or, in the opinion of the Board, the child poses an unacceptable risk to other children, the Staff and/or school property.

Decisions in relation to all applications are made by the Board in accordance with this Special Class Admission Policy. Parents who are dissatisfied with an enrolment decision, may appeal to the Board. A written appeal must be addressed to the Chairperson of the Board, must state the grounds for the appeal, and must be lodged within ten days of receiving the refusal. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol. Information regarding the appeal process can be obtained from:

Section 29 Appeals Administration Unit

c/o Department of Education and Skills, Cornamaddy, Athlone, County Westmeath.

Tel: (0906) 483600

Preparation for Attendance

Once an offer of a place has been accepted, preparations will begin to ensure that the child's transition from their existing placement to the special class at the School is positive. A full consultation with the Parents to gather the relevant and particular detail of a child's strengths and challenges can support a successful transition. Where necessary, a process of phased attendance may initially operate for new pupils. Parents will be fully informed of and involved in these decisions.

Additional Resources

Where the Board deems that further resources may be required to support a child's needs, a request for a review of existing resources will be submitted to the NCSE for consideration. This request may include access to or the provision of any or a combination of the following: teacher in-school support and CPD, access to the visiting teacher service, special needs assistance scheme, specialised assistive technology equipment and/or transport services. However, Parents should note that a guarantee of additional supports from outside agencies cannot be given by the school authorities.

Code of Behaviour

Admission of any pupil to the School will only be confirmed when his Parents supply in writing confirmation that they accept the Code of Behaviour of the school and that they will make all reasonable effort to ensure compliance with the code by their son. This requirement is made in accordance with Section 23(4) of the Education Welfare Act. The school's Code of Behaviour

is available on the School's website (www.belgrovejbs.ie). The School acknowledges that the Code of Behaviour is not the first port of call in addressing the behaviours of any child in the special class.