
ST. PATRICK'S BOYS' NATIONAL SCHOOL

School Policy Document

Admissions Policy



Brian Horan

Document No: SP0032

31st January 2025

**Admission Policy of:
St. Patrick's Boys' National School**

**Address:
Portrane Rd., Donabate, Co. Dublin, K36 K309.
Roll number:16267G**

**School Patron:
Archbishop Dermot Farrell**

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 31st January 2025. 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. Patrick's Boys' 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 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

St. Patrick's 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: the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and a living relationship with God and with other people; and a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith, and which provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Patrick's Boys' 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.

St. Patrick's Boys' National School, Donabate, Co. Dublin is a national school for boys from Junior Infants to 6th class. The school is under the patronage of the Roman Catholic Diocese of Dublin and provides mainstream educational services to boys from the parish of Donabate, Portrane and Balheary.

Recognising that we are all Children of God, the school welcomes enrolment from all boys resident in the parish regardless of race, creed or special educational needs. All who enrol are expected to respect the ethos of the school and to abide by our code of conduct.

The school is dedicated to St. Patrick. "From darkness into His marvellous light"

St. Patrick's Boys' National School strives 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. Currently in St. Patrick's Boys' National School there are 25 teachers employed by the Board of Management, including Mr. Brian Horan, the Principal. There are 15 mainstream class teachers, one Autism Class teacher and eight Special Education teachers, who provide learning support and support for children with additional educational needs.

The school teaches boys from Junior Infants to 6th class. The school depends on grants and teacher resources provided by the Department of Education and Skills. It operates within the regulations laid down from time to time by the Department. School policy must have regard to resources and funds available.

The school follows the curricular programmes prescribed by the Dept. of Ed. & Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998). Within the context and parameters of Department regulations and programmes, the rights of the Patron, as set out by the 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 and participation with the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

3. Admission Statement

St. Patrick's Boys' National 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

St. Patrick's Boys' National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. St. Patrick's Boys' National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Patrick's Boys' National School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Patrick's Boys' 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school

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

St. Patrick's Boys' National School, Donabate has established one class, 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

(Autism) specified by the Minister, and may refuse to admit to the class a student who does not have the category of needs specified. Our school is fully committed to inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need.

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.
- c) The special class which is part of St. Patrick's Boys' National School provides an education exclusively for students on the Autism/Autistic Spectrum 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.

St. Patrick's Boys' National School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Patrick's Boys' 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 Catholic and 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:

If it is not possible to admit all applicants for school the following order of priority will apply:-

(A) Junior Infants:

(i) Children whose siblings (including step-siblings and foster children in the family) attend or attended St. Patrick's National Schools (Boys' School and Girls' School), and children living in the parish of Donabate, Portrane and Balheary, for whom a complete application is submitted on or before the closing date.

(ii) Children of current, permanent staff of St. Patrick's National Schools (Boys' School and Girls' School) for whom a complete application is submitted on or before the closing date.

(iii) Any other applicant for whom a complete application is submitted on or before the closing date.

(B) Special Class:

St. Patrick's Boys' National School, Donabate has an Admissions Policy specific to our Autism Class which details the enrollment process. This policy is available to download on our website at www.stpatsbns.ie or upon request from the school

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the special class. The child must have a recommendation for the specified category of special educational needs provided for in this class.

(i) Children currently enrolled in St Patrick's BNS, Donabate in a mainstream class that meet the assessment criteria for whom a complete application is submitted on or before the closing date.

(ii) Children whose siblings (including step-siblings and foster children in the family) attend or attended St. Patrick's National Schools, Donabate, (Boys' School and Girls' School) for whom a complete application is submitted on or before the closing date.

(iii) Children of current, permanent staff of St. Patrick's Boys' National School, Donabate, for whom a complete application is submitted on or before the closing date.

(iv) Children of current, permanent staff of Scoil Phádraig Cailíní, Donabate, for whom a complete application is submitted on or before the closing date.

(v) Any other applicant for whom a complete application is submitted on or before the closing date.

(C) : Other year groups - Senior Infants to 6th Class

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

(i) Children whose siblings (including step-siblings and foster children in the family) attend or attended St. Patrick's National Schools (Boys' School and Girls' School), and children living in the parish of Donabate, Portrane and Balheary. for whom a complete application is submitted on or before the closing date.

(ii) Children of current, permanent staff of St. Patrick's National Schools (Boys' School and Girls' School). for whom a complete application is submitted on or before the closing date.

(iii) Any other applicant for whom a complete application is submitted on or before the closing date.

Within each category, places will be offered strictly according to age. Priority will be given to the oldest within each group

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:

The oldest children will be admitted first within each category above. In the event that two or more children with the same date of birth are tied for a place or places remaining in the categories above, the school will hold a lottery where a name or names will be randomly drawn.

Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

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, the

selection criteria based on siblings of a student attending or having attended the school.

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to St. Patrick's Boys' National School will be based on the following:

- Our school's admission policy
- Our Autism Class Admissions Policy (where applicable)
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual 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 St. Patrick's Boys' 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Patrick's Boys' National 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 St. Patrick's Boys' 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 St. Patrick's Boys' 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.

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 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 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

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:

St. Patrick's Boys' National School will admit students as per section 5 of this policy unless to do so in a particular case would exceed the maximum number of students per class/class level as decided by the Board of Management.

If the school is over-subscribed, St. Patrick's Boys' National School will admit students as per section 6 of this policy unless to do so in a particular case would exceed the maximum number of students per class/class level as decided by the Board of Management

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:

St. Patrick's Boys' National School will admit students as per section 5 of this policy unless to do so in a particular case would exceed the maximum number of students per class/class level as decided by the Board of Management

If the school is over-subscribed, St. Patrick's Boys' National School will admit students as per section 6 of this policy unless to do so in a particular case would exceed the maximum number of students per class/class level as decided by the Board of Management

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

The board of St. Patrick's Boys' 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-

- (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 of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due 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.

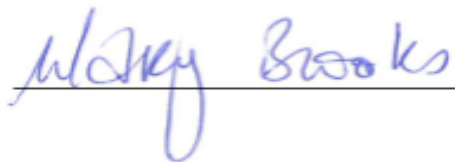
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Roles and Responsibilities

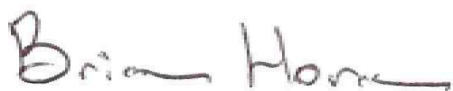
It is the responsibility of all the stakeholders (staff, parents and Board of Management) to familiarise themselves with the terms of this policy and to contribute positively to its on-going implementation within the school setting.

This policy was ratified by The Board of Management on 6th November 2024.
This policy was approved by Patron on 31st January 2025.

This policy will be reviewed every three years, unless changes are required by legislation or other needs arise before then.

A handwritten signature in blue ink that reads "Mary Brooks". The signature is written in a cursive style and is positioned above a horizontal line.

Chairperson, Board of Management.

A handwritten signature in black ink that reads "Brian Horne". The signature is written in a cursive style.

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