

# Lusk S.N.S.

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Parish of St. Maccullin



# SN.S Lusca

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School Roll Number: 17961E  
School Patron: Archbishop of Dublin

## **Admission Policy of Lusk Senior National School, St. MacCullin's, Sept 2020**

### **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 \_\_\_\_\_. 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 Lusk SNS, St MacCullin's (Lusk SNS) 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 of the School and Objectives**

Lusk Senior National School, St MacCullin's is a Catholic co-educational 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 the characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;  
and
- (b) A living relationship with God and with other people; and

(c) A philosophy of life inspired by belief in God and in life, death and resurrection of Jesus; and

(d) The formation of the pupils in the catholic faith.

Lusk SNS, St. MacCullin's 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 Section 15(2) of the Education Act, 1998, the Board of Management of Lusk SNS, St MacCullin's shall uphold and be accountable to the patron for upholding the characteristic spirit of the school as determined by the cultural, educational, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Lusk SNS, St. MacCullin's is a co-educational, primary school, which 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. While respect is paid to all religious and/or value systems, Lusk SNS, St MacCullins is a Catholic school under the patronage of the Archbishop of Dublin.

The school supports the principles of inclusiveness, equality of access and of participation in school life, with respect for diversity of tradition, values, beliefs, languages and ways of life in society, whilst working within the context of the Rules and Regulations of the Department of Education and Skills

Lusk SNS, St MacCullin's is a co-educational national school which teaches the mainstream national curriculum to classes from third class to sixth class. It is funded by grants from the Department of Education and Skills. This policy must be read in the context of all policy documents drawn up and published by the Board of Management.

### **3. Admission Statement**

Lusk SNS, St MacCullin's 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.

Lusk SNS, St MacCullin's is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

Lusk SNS, St. MacCullin's is an inclusive school and welcomes children with Special Educational Needs within the mainstream system. Parents of children with Special Educational Needs are requested to supply all relevant documentation to the school e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, physiotherapy reports etc when accepting a place in Lusk SNS in order for the school to support any additional needs.

#### **5. Admission of Pupils**

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

Lusk SNS, St MacCullin's is a catholic school under the patronage of the Archbishop of Dublin and may refuse to admit as a student a person who is not catholic 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:

- i. Children attending 2<sup>nd</sup> class in Lusk Junior National School, St. MacCullin's, at the time of the application process.*
- ii. Siblings and step siblings already enrolled in Lusk SNS and children resident in the parish (the eldest child will have priority in this ranking)*
- iii. Children of staff (the eldest child will have priority in this ranking)*
- iv. Children residing outside the parish (the eldest child will also have priority)*

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), and where the application was received during the period specified for receiving applications as set out in the admission notice of the school for the school year concerned, the following arrangement will apply:

- v. A lottery will take place to decide the final place.*

## **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 siblings of a student attending or having attended the school (see 6 (i) to (v) above)
- (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 Lusk SNS, St MacCullin's 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 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 by Applicant**

In accepting an offer of admission from Lusk SNS, St MacCullin's, 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.

Parents of children with Special Educational Needs are requested to supply all relevant documentation to the school e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, physiotherapy reports etc with the acceptance form in order for the school to address any additional needs that may be required.

### **11. Circumstances in which offers may be made or withdrawn**

An offer of admission may not be made or may be withdrawn by Lusk SNS, St MacCullin's 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 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.

### **13. Waiting list in the event of over subscription**

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 Lusk SNS, St MacCullin's 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.

Lusk SNS has an active waiting list compiled prior to February 2020 which remains applicable until 2025.

Placement on the waiting list of Lusk SNS, St MacCullin's 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 applications 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**

- (i) The procedures of the school in relation to the admission of students who are not already admitted to the school to classes other than the school's intake group, are as follows:
- Subject to the criteria as set out in Section 5 above
- (ii) 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:
- Subject to the criteria as set out in Section 5 above
  - Subject to the criteria above; whether the family is new to the parish or the pupil is already enrolled in another school. If a school place exists and two applicants apply, priority will be given to children new to the parish rather than children already enrolled in a different school within the parish.  
If a school place does not exist, the applicant's name will be added to the waiting list, as per Section 13 above.

In regard to 14 (i) and (ii) above, pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools and subject to:

- *The school Admissions Policy*
- *The school being satisfied with the reasons for the transfer*
- *The school considering the move to be in the best interests of the pupil*
- *Available space*

#### **16. Declaration in relation to non-charging of fees**

The Board of Lusk SNS, St MacCullin's 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. Arrangement regarding children 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) 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.

### **Review**

This policy shall be reviewed by the Board of Management no later than \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson, Board of Management

\_\_\_\_\_ Date: \_\_\_\_\_  
Principal