

**Admission Policy of SS. Peter and Paul's N.S.**  
**School Address: Horseleap, Moate, Co. Westmeath, N37 E335**  
**Roll number: 18068K**

**School Patron: Most Reverend Tom Deenihan, Bishop of the Diocese of Meath**

## **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 IN 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 SS. Peter and Paul's N.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**

1. Peter and Paul's N.S. is a Catholic co-educational primary school under the patronage of the Bishop of Meath. 'Catholic Ethos' in the context of a Catholic primary school which 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 school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of SS. Peter and Paul's N.S. 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.

### **Mission Statement**

Here at SS. Peter and Paul's N.S., we strive to provide high professional standards in our teaching, to create a safe, happy, open and stimulating environment for our pupils to learn and to nurture the potential of each child – intellectually, emotionally, physically, spiritually and socially. We work in partnership with parents to ensure that each child develops perseverance and resilience as they become an independent learner.

We aim to support each child as they seek out and develop their talents, skills and abilities and to provide each child with opportunities to explore and develop their creativity.

We strive to develop the self-esteem and confidence of each child as we encourage and affirm them each day. We foster respect and kindness through our daily interactions.

We endeavour to impart an enthusiasm for the Irish language and our Irish heritage and to develop the connection between our children and their local community so that they feel a sense of belonging.

We encourage children to connect with nature and to develop their responsibility for caring for our environment.

Above all, we seek to instil in our pupils a deep faith in God and to nurture pupils unafraid to live the Gospel values in the world today.

### **3. Admission Statement**

1. Peter and Paul's N.S. will not discriminate in its admission of a student to the school on any of the following:
  - the gender ground of the student or the applicant in respect of the student concerned,
  - the civil status ground of the student or the applicant in respect of the student concerned,
  - the family status ground of the student or the applicant in respect of the student concerned,
  - the sexual orientation ground of the student or the applicant in respect of the student concerned,
  - the religion ground of the student or the applicant in respect of the student concerned,
  - the disability ground of the student or the applicant in respect of the student concerned,
  - the ground of race of the student or the applicant in respect of the student concerned,
  - the Traveller community ground of the student or the applicant in respect of the student concerned, or

- the ground that the student or the applicant in respect of the student concerned has special educational needs

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

Peter and Paul’s N.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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

SS. Peter and Paul’s N.S. will cooperate with the NCSE in the performance by the Council of 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 required to do so by the Council.

SS. Peter and Paul’s N.S. will comply with any direction served on the board or the patron under Section 37A and 67(4) (b) of the Education Act 1998.

#### **4. Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see section 5 below for further details)
2. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

#### **All denominational schools**

1. Peter and Paul’s N.S. is a Catholic 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.

#### **5. Over-subscription**

All applicants must be 4 on or before 1<sup>st</sup> September of the year of application. 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:

**Criteria to be used:**

Priority	Criterion
1.	Priority is given to children who have siblings currently enrolled in the school.

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If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

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Children whose primary residence is in Horseleap Parish.

If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

2.

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Children not in the above named

If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

3.

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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:

- If two children from different households are tied for the last remaining place and share the same birthday, a lottery system will be used to allocate the final place. If, in the event that one place is available and the next two children are twins, both will be given places.

**6. 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 student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;

- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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 being oversubscribed and using selection criteria based on siblings of a student attending or having attended the school (See 5.1. above)
- 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.

**Late applications will only be considered when the school is not over subscribed.**

### **7. Decisions on applications**

All decisions on applications for admission to SS. Peter and Paul's N.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 13 below in relation to applications received outside of the admissions period and section 14 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.

### **8. 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 17 below for further details).

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

In accepting an offer of admission from SS. Peter and Paul's N.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 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.

#### **10. 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 SS. Peter and Paul's N.S. where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

#### **11. 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 pupils in relation to whom –

1. An application for admission to the school has been received.
2. An offer of admission to the school has been made, or
  - An offer or admission to the school has been accepted

The list may include any of the following:

1. The date on which the application for admission was received by the school
2. The date on which an offer of admission was made by the school
  - The date on which an offer of admission was accepted by an applicant
1. A pupils personal details including name, address, date of birth and PPSN (with the meaning of section 262 of the Social Welfare Consolidation Act 2005)

#### **12. 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 SS. Peter and Paul's N.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.

Placement on the waiting list of SS. Peter and Paul's N.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.

Applications which 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. Where more than one application is received on the same date after the closing date, selection criteria as outlined in section 5 will apply.

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.

### **13. 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 of receipt of application. Late applicants will be offered a place if there is a place available and they meet the admissions criteria. In the event that there is no place available, their name will be added to the waiting list as set out in section 12 above.

### **14. 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:

- Students may seek transfer to the school, subject to the admissions policy of the school and available space within the proposed class. Such applications are dealt with on a case by case basis as they are received.
- A student who leaves the school and is removed from POD (Pupil Online Database) and the Rolla and subsequently wishes to return to the school, must reapply in writing.
- Parents/guardians who request a school place will be given a copy of this admissions policy and an enrolment form.
- After the enrolment form has been received by the school, 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.

The following criteria will be applied if there is a surplus of applications for available places in Senior Infants to Sixth Class.

<b>Priority</b>	<b>Criterion</b>
1.	Priority is given to siblings of children already enrolled in the school.
2.	Children whose primary residence is within Horseleap Parish

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3. Students not in the above named categories will be considered if space is still available.

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The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Pupils may be enrolled during the school year provided accommodation is available in the given class. Procedures and criteria are as outlined above for applications to enrol in Senior Infants to Sixth Class. Late application procedures for Junior Infants are as outlined in Section 13 above.

The maximum enrolment for each classroom is 26 pupils.

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

This rule applies to all schools.

The board of SS. Peter and Paul's N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

### **16. 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) to discuss how the request may be accommodated by the school.

### **17. Reviews/appeals**

#### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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



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

**Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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