



# Scoil Eoin Phóil

Green Lane, Leixlip, Co.Kildare

Phone: (01) 624 3130

Fax: (01) 624 2670

Email: [scoileoinphoil@eircom.net](mailto:scoileoinphoil@eircom.net)

Website: <http://scoileoinphoil.scoilnet.ie>



New email address: [scoileoinphoilleixlip@gmail.com](mailto:scoileoinphoilleixlip@gmail.com)

## Admission Policy of Scoil Eoin Phóil

### Admission Policy of Scoil Eoin Phóil

**School Address: Green Lane, Leixlip**

**Roll number: 196840**

**School Patron: Archbishop of Dublin**

### 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 parent(s)/guardian(s) of children attending the school.

The policy was approved by the school patron on 10<sup>th</sup> July, 2020. It is published on the school's website [www.scoileoinphoil.scoilnet.ie](http://www.scoileoinphoil.scoilnet.ie) and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Scoil Eoin Phóil'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. The Annual Admission Notice will be communicated to the school community through the Liffey Champion Newspaper, the Parish Newsletter, the school's website and through notes from the school to parents / guardians regarding enrolment. Parents / Guardians will be advised that they can enrol children in any of the three schools on the Green Lane campus in line with the Common Enrolment Procedures. (See Section 5 for further details)

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 to any person who requests it.



## **2. Characteristic Spirit and General Objectives of the School**

Scoil Eoin Phoil is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin. Scoil Eoin Phóil shares a campus with Scoil Mhuire and Scoil Bhríde, both Catholic schools under the patronage of the Catholic 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 or the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- (b) a living relationship with God and with other people
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (d) the formation of the pupils in the Catholic faith.

Scoil Eoin Phóil 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 Scoil Eoin Phoil 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.

See Mission Statement below which is a reflection of the school and its ethos

### **Scoil Eoin Phóil Mission Statement**

Scoil Eoin Phóil is a Catholic, co-educational primary school under the patronage of the Archbishop of Dublin. It celebrates the uniqueness of each child and aims to develop him/her spiritually, morally, cognitively, emotionally, socially and physically. Scoil Eoin Phóil seeks to cherish and challenge children in a safe, secure and attractive learning environment and through a broad, balanced and relevant curriculum. The school sees itself as an integral part of the parish, and while promoting a Catholic ethos, it also has due recognition for all other religions. It is respectful and accommodating of diversity in race, culture, religion, gender and ability. Scoil Eoin Phóil values highly its relationship with parents/guardians and the local community and will continue to work in partnership with them to cater for the best interests of each child. Scoil Eoin Phóil will strive to adapt to the ever changing needs of its pupils and of society. In this regard, it will actively promote the professional and personal development of the teachers. Scoil Eoin Phóil will endeavour to enhance the self-esteem of all in the school community and to imbue, in the pupils, respect for people and property and to encourage in them responsible citizenship.

## **3. Admission Statement**

Scoil Eoin Phóil will not discriminate in its admission of a pupil to the school on any of the following:

- (i) the gender ground of the pupil or the applicant in respect of the pupil concerned
- (ii) the civil status ground of the pupil or the applicant in respect of the pupil concerned

- (iii) the family status ground of the pupil or the applicant in respect of the pupil concerned
- (iv) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned
- (v) the religion ground of the pupil or the applicant in respect of the pupil concerned
- (vi) the disability ground of the pupil or the applicant in respect of the pupil concerned
- the ground of race of the pupil or the applicant in respect of the pupil concerned
- (vii) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (viii) the ground that the pupil or the applicant in respect of the pupil 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.

Scoil Eoin Phóil is a Catholic 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 pupil, 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**

Scoil Eoin Phóil is a mainstream school. It does not have a special class or an Autistic Spectrum Disorder (ASD) class. Scoil Eoin Phóil welcomes children with special education needs (SEN). They are taught in mainstream classes with support from the teachers on the special education team (SET).

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

This school shall admit each child seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent/guardian of a child, 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 child.
- c) Scoil Eoin Phóil, as a Catholic school, may refuse to admit as a pupil a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

#### **5A. Common Enrolment Procedures**

Scoil Eoin Phóil operates Common Enrolment Procedures with Scoil Mhuire and Scoil Bhríde as the schools are three identical Catholic, co-educational, vertical schools sharing the one campus. These Common Enrolment Procedures were established in 1980 and elaborated

upon in the context of changing circumstances over the years. These procedures have worked very successfully because of the close working relationships that exists across all three schools. Parents/guardians enrol children in any of the three schools in line with the Common Enrolment Procedures.

Arising from these procedures the Boards of Management will apply these criteria in enrolling children, particularly children for Junior Infants:

- a) Children who have siblings/step-siblings or are siblings/step-siblings of past pupils in Scoil Eoin Phóil will be allocated a place in the school provided there are enough children enrolled across the three schools to enable Scoil Eoin Phóil to form a Junior Infant class in a particular year.
- b) In the event that there are more children with siblings/step-siblings or siblings/step-siblings of past pupils in Scoil Eoin Phóil than can be accommodated in the class(es) being formed then children will be allocated places in Scoil Eoin Phóil by lottery. The lottery will take place at the Common Enrolment Committee meeting. Children not allocated a place in Scoil Eoin Phóil by this process will be allocated places in one of the other schools; Scoil Mhuire or Scoil Bhríde (by lottery if both schools are forming classes.)
- c) In the event that a sufficient number of children have not been enrolled across the three schools to warrant the establishment of a Junior Infant class in Scoil Eoin Phóil, applicants who already have siblings/step-siblings or siblings/step-siblings of past pupils in the school will be allocated places in one of the other schools by lottery.
- d) Children who do not have siblings/step-siblings or siblings/step-siblings of past pupils in Scoil Eoin Phóil or in either of the other two schools will be allocated places by lottery at the Common Enrolment Committee meeting.
- e) As part of the Common Enrolment Procedures, personal data supplied on the application form, where necessary to facilitate the admission process, may be shared with the other schools on the Green Lane campus.

The basic principles underpinning the Common Enrolment Procedures are:

- (i) to keep families in the same school while keeping a balance both in pupil and teacher numbers across all three school
- (ii) in the event that one or other of the schools is unable to accommodate Junior Infants, family members on these occasions will be enrolled in one of the other two schools
- (iii) where families are enrolled in more than one school, subsequent members of those families will be allocated places in the school the youngest member of the family attends
- (iv) where the Boards of Management are agreed that a child needs to repeat a class for educational reasons and a class does not exist in which that child can repeat in his/her own school, that child (but not his/her siblings/step-siblings) may transfer to another school in the campus.

## **Common Enrolment Committee Meeting**

The meeting to allocate places in Scoil Eoin Phóil, Scoil Mhuire and Scoil Bhríde will be attended by the Enrolment Committee consisting of the Principals of the Scoil Eoin Phóil, Scoil Mhuire and Scoil Bhríde and the Chairpersons of the Boards Of Management of Scoil Eoin Phóil, Scoil Mhuire and Scoil Bhríde on an agreed date and time.

Where there are sufficient places available, the siblings and step-siblings of currently enrolled pupils and the siblings and step-siblings of past pupils will be allocated places in the relevant school.

All other children will then be allocated a school by lottery.

The allocation will be recorded by the Chairpersons and verified by the Principals.

Where the total number of applicants exceeds the total number of places available, the criteria in Section 6 (below) will be applied.

### **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following Common Enrolment Procedures 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:

Selection criteria in the following order:

- a) Siblings/step-siblings of pupils in the schools, siblings/step-siblings of past pupils<sup>1</sup> in the schools and children resident within the boundaries of the parish of Leixlip.<sup>2</sup>
- b) Children of all staff
- c) all children not resident within the boundaries of the parish of Leixlip will be entitled to a place in one of the schools if there are vacancies after the groups from (a) and (b) have been allocated places.

In the event that more children enrol than can be accommodated in the three schools having regard to Department of Education and Skills guidelines on maximum class size, staffing provisions, physical space available and provisions for the health and welfare of children, the Board of Management shall use the following conditions:

- (i) Category (c) above will not be accommodated.
- (ii) Should there still be oversubscription, category (b) above will not be accommodated

In the event that two or more children are tied for a place in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following criteria will apply:

- The eldest child in each category will have priority in each ranking.

---

<sup>1</sup> This is subject to a maximum of 25% of the enrolment.

<sup>2</sup> Proper documentation as determined by the Board of management will have to be provided to prove residency status in the parish area. See Appendix 1, Parish Area of Leixlip.

- Where children share the same date of birth, a draw will take place to decide on the admission. The draw will be overseen by an independent person.

## **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 child on a waiting list for admission to the school:

- (a) a child'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 child's academic ability, skills or aptitude
- (d) the occupation, financial status, academic ability, skills or aptitude of a child's parent(s)/guardian(s)
- (e) a requirement that a child, or his or her parent(s)/guardian(s), attend an interview, open day or other meeting as a condition of admission
- (f) a child's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than siblings/step-siblings of a pupil 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 Scoil Eoin Phóil will be based on the following:

- (a) our school's Admission Policy
- (b) our school's Annual Admission Notice (where applicable)
- (c) 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 our Annual Admissions Notice.

If a child 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 child's ranking against the selection criteria and details of the child'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 Scoil Eoin Phóil, the applicant must indicate:

- (a) whether or not the applicant has accepted an offer of admission for another school or schools. If the applicant has accepted such an offer, the applicant must also provide details of the offer or offers concerned, and
- (b) whether or not the applicant has applied for and is awaiting confirmation of an offer of admission from another school or schools, and if so, the applicant 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 Scoil Eoin Phóil where:

- (a) it is established that information contained in the application is false or misleading
- (b) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in our Annual Admission Notice
- (c) the parent/guardian of a child, 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 child

- (d) 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 pupils.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the children in relation to whom:

- (a) an application for admission to the school has been received
- (b) an offer of admission to the school has been made
- (c) 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 child’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).

Data Protection: In relation to all information requested and provided, Scoil Eoin Phóil will comply fully with the school’s Data Protection Policy i.e. we will only share information that we are obliged to share.

## **13. Waiting List in the Event of Oversubscription**

In the event of there being more applications in the school year concerned than the number of places available, a waiting list of children whose applications for admission to Scoil Eoin Phóil, Scoil Mhuire and Scoil Bhríde were unsuccessful due to the schools 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 Scoil Eoin Phoil, Scoil Mhuire and Scoil Bhríde will be in the order of priority assigned to the applications after the schools have 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 the 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 applicants on the waiting list, in accordance with the order of priority in relation to which the applicants 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 place available in one of the three schools. 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 Pupils to Other Years and During the School Year**

- (a) The procedures of the school in relation to the admission of pupils who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Parents/Guardians of children who move into the area may enrol children at any time in any of the three schools on the campus subject to any regulations the Department of Education and Skills may lay down under the terms of the Education Welfare Act 2000. In such cases children will be offered places in whichever school can best accommodate them under the terms of the Common Enrolment Procedures. Junior Infants will be accommodated only if they were aged four before the first of September of the year of enrolment. In such circumstances, consideration of the child's needs and the role of the Board of Management in providing education under the Education Act will be considered.

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

As above (15.a)

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

The Board of Management of Scoil Eoin Phóil 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 child to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

## 17. Arrangements regarding pupils not attending religious instruction

The following are the school's arrangements for pupils, where the parents/guardians of the pupil have requested that the pupil attend the school without attending religious instruction in the school:

- (a) a written request should be made to the Principal of the school
- (b) a meeting will then be arranged with the parent(s)/guardian(s) to discuss how the request may be accommodated by the school.

These arrangements will not result in a reduction in the school day of such pupils.

### (c) Reviews/Appeals

#### **Review of Decisions by the Board of Management**

The parent/guardian of an child may request the Boards of Management 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 Boards of Management 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 schools being oversubscribed, the applicant **must request a review** of that decision by the Boards 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 schools being oversubscribed, the applicant **may request a review** of that decision by the Boards 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/guardian of the child may appeal a decision of the schools 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 schools 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 to a reason other than the schools being oversubscribed.

Where an applicant has been refused admission due to the schools being oversubscribed, the applicant **must request a review** of that decision by the Boards 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 schools being oversubscribed, the applicant **may request a review** of that decision by the Boards 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.

This Admission Policy was approved by the Patron, the Archbishop of Dublin on the 10<sup>th</sup> July, 2020.

Signature   
Chairperson

Signature   
Principal

Date: 10 / 7 / 2020

Date: 10 / 7 / 2020