

Diocese of Kildare & Leighlin

Patron Approval

15/9/2020

ADMISSIONS POLICY



Name of School: Borris National School
Address: Borris, Co. Carlow. R95RH6F
Roll Number: 00651R
Charity Number: 20109059
Patron: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

1. Introduction

The Admission Policy complies with the requirements of the Education Act 1998, the (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 the 15 September 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 Borris 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

Borris National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of Bishop Denis Nulty.

"Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate *in* the distinctive beliefs, values and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all".

The Catholic Preschool & Primary Religious Education Curriculum P.15

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 schools provide 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 Borris 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.

Borris National School aims to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, physical, moral and cultural needs of the pupils are identified and addressed. We endeavour to offer a supportive environment where opportunities for development are encouraged, where children's self-esteem is enhanced and we endeavour to imbue in our pupils a sense of responsibility and respect both for themselves and others.

3. Admission Statement

Borris N.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.

All Denominational Schools

Borris 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.

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

Borris N.S. is not a special school or a mainstream school with a special class attached.

5. Admission of Students

Borris N.S. shall admit each student seeking admission except where -

- (a) the school is oversubscribed (please see section 5 for further details)
- (b) a parent/guardian 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.
Parents/Guardians are also required to co-operate with the school's designated policies on Curriculum, Organisation and Management.

All Denominational Schools

Borris 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.

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 admission notice:

1. Brothers and sisters (including step-siblings, fostered children resident at the same address) of students attending Borris National School.
2. Brothers and sisters of past pupils who completed their primary education in Borris National School and comply with No. 3.
3. Children living within the parish boundaries as determined by the Board of Management
4. Children of past students who completed their primary education in Borris National School.

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:

1. If the applications within the above categories exceed the number of places available, older children will take precedence.
2. If, in the event that one place is available and the next two children are twins; both will be accepted.

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 naionrai;
- (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/guardians 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 siblings or parents of a student attending or having attended the school as outlined in selection criteria (in relation to parents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's admission notice).
- (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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on Applications

All decisions on applications for admission to Borris N.S. will be based on the following:

- Our school's admission policy
- 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 Borris 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 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 Borris N.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 9 above.

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:

If the school is not oversubscribed the criteria set out in section 6 will be applied .

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:

If the school is not oversubscribed the criteria set out in section 6 will be applied .

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

The board of Borris 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-

- (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

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

18. Review/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 (l)(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 (l)(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.

This Admission Policy was approved by the Patron; Bishop Denis Nulty on 15/9/2020



This Admission Policy was ratified by the Board of Management of Borris NS on

___/___/___

(Chairperson)

(Principal)

