

Admission Policy of St. Anthony's BNS

School Address: Beechwood Park, Ballinlough, Cork. T12 E400

Roll number: 12203G

School Patron/s: Catholic Bishop of Cork and Ross

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 [date]. 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. Anthony's BNS 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. Anthony's BNS, Ballinlough is a Catholic all boys primary school with a Catholic ethos under the patronage of the Catholic Bishop of Cork and Ross. "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 of the pupil, including
- b. the intellectual, physical, cultural, moral and spiritual aspects; and
- c. a living relationship with God and with other people; and
- d. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

e. the formation of the pupils in the Catholic faith, with which the 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 St. Anthony's BNS 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. Anthony's BNS is a Catholic primary school which strives to provide a well-ordered, caring, happy and secure atmosphere, where the intellectual, emotional, spiritual, physical, moral and cultural needs of the pupils are identified and developed.

While St. Anthony's B.N.S. is a school with a Catholic ethos, it also gives due recognition to other religions. Our aim is to develop each child's potential by providing an opportunity for his complete holistic development and growth through academic, creative, sporting and social opportunities in a positive, stimulating caring environment.

At St. Anthony's BNS, each and every child is cherished and respected. The staff work as a dedicated, professional, caring team and each member makes a valuable contribution to the school community. We promote tolerance and respect for all in the school community.

The management, staff, parents and pupils endeavour to make this school a welcoming place, a place of partnership, where we work together to enable each child to realise his full potential so that he may go on to lead a full life in society.

3. Admission Statement

St. Anthony's BNS 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).

St. Anthony's BNS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

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

Enrolment of Children with Special Educational Needs:

Children with special educational needs are welcome to enrol in St. Anthony's and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life.

In relation to applications for the enrolment of children with special educational needs the Board of Management will request a copy of the child's medical and/or psychological report and all relevant professional reports, or where such a report is not available, will request that the child be assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his disability or special needs and to profile the support services required for both pupil and teacher.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: S.E.T, SNA, visiting teacher service, assistive technology, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all relevant parties will be held, which may include the following relevant parties; parents, Principal, Deputy-Principal, class teacher, S.E.T, Special Educational Needs Organiser or psychologist and other professionals as deemed appropriate.

The Board of Management may defer enrolment of a pupil with Special Educational Needs until such time as all necessary resources are in place in the school.

St. Anthony's BNS has one ASD special class. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-IV/V or ICD-10/11) and supporting original documentation in order to be considered for enrolment in the ASD Special Class. The ASD special class will not enrol students who have more than a moderate intellectual disability. A pupil's placement needs to be as accurate a reflection of his needs as possible so that the child can be given a reasonable opportunity to integrate into the mainstream setting.

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. Parents are asked to openly engage with the relevant professionals on a regular basis to ensure the child is in the appropriate setting.

Please see Appendix 1

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. In relation to the ASD special class the aforementioned criteria (see section 4) are not met or the degree of the students needs are such that to do so would be inconsistent with (A) the best interests of the child in accordance with any assessment carried out under the Act or (B) the effective provision for children with whom the child is to be educated. Parents are asked to openly engage with relevant agencies and professionals in a continued effort to ensure the child is in an appropriate setting.

Single gender schools:

St. Anthony's BNS 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.

The school must be made aware of a) any medications that the applicant pupils may be in receipt of either at home or in the course of the school day b) any additional medical conditions and or dietary restrictions or requirements that the child may have.

Where relevant signed consent will be required from parents/guardians granting the school permission to access relevant information/reports and assessments and to discuss their child at local meetings to ensure that the appropriate planning and provision of educational services are made available.

Parents/guardians must accept and agree to the school's Code of Behaviour and the terms of this policy. This must be signed by the Parents/Guardians.

Refusal to enrol

The school reserves the right to refuse enrolment/admission to any student where either:

1. The student has needs such that even with additional resources available from the Department of Education and Skills and the Department of Health, the school cannot meet the needs and/or provide the student with an appropriate education.
2. The school endeavours to support each child on an individual basis and ensure that it is an appropriate school placement for the child. However, if it is the opinion of the Board of Management that the student poses an unacceptable risk to the health and safety of the child themselves and/or other students, to school staff or to school property, a decision may be

made by the Board of Management not to enrol the child and/or to exclude the child from the school.

Progression

The school facilitates the progression of pupils once they have reached the age of thirteen by the last academic day of the school year. However, pupils who reach the age of thirteen after that date in any year will be permitted to complete a final academic year. This means a June progression in the following year before they turn fourteen. Thirteen is the maximum age for a pupil to reach on commencement of their final year in 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:

Mainstream selection criteria:

1. Applications for brothers already enrolled in the school.
2. Applications for brothers of past pupils of St. Anthony's BNS, living within the geographical boundaries of the Parish of Ballinlough.
3. Applications for sons of past pupils of St. Anthony's BNS, living within the geographical boundaries of the Parish of Ballinlough – this number will not exceed 25% of the total intake.
4. Applications for boys living within the geographical boundaries of the Parish of Ballinlough.
5. Applications for the sons of current St. Anthony's BNS, school staff – this number will not exceed 25% of the total intake.
6. Applications for brothers of past pupils of St. Anthony's BNS, not living within the geographical boundaries of the Parish of Ballinlough.
7. Applications for sons of past pupils of St. Anthony's BNS, not living within the geographical boundaries of the Parish of Ballinlough.
8. Applications for boys not living within the geographical boundaries of the Parish of Ballinlough.

It should be noted that brothers/sons, include step brother and step son.

Special Class Enrolment Criteria

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

1. Applications for boys currently enrolled in St. Anthony's BNS.
2. Application for brothers already enrolled in the school.
3. Applications for brothers of past pupils of St. Anthony's BNS, living within the geographical boundaries of the Parish of Ballinlough.
4. Applications for sons of past pupils of St. Anthony's BNS, living within the geographical boundaries of the Parish of Ballinlough – this number will not exceed 25% of the total intake.
5. Applications for boys living within the geographical boundaries of the Parish of Ballinlough.

6. Applications for the sons of current St. Anthony's BNS, school staff – this number will not exceed 25% of the total intake.
7. Applications for brothers of past pupils of St. Anthony's BNS, not living within the geographical boundaries of the Parish of Ballinlough.
8. Applications for sons of past pupils of St. Anthony's BNS, not living within the geographical boundaries of the Parish of Ballinlough.
9. Applications for boys not living within the geographical boundaries of the Parish of Ballinlough.

It should be noted that brothers/sons, include step brother and step son.

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:

Mainstream Enrolment Selection Criteria:

Priority will be given to applicants within the particular category in order of age, starting with the older/oldest child.

Special Class Enrolment Selection Criteria:

Priority will be given to applicants within the particular category closest in age to the youngest enrolled child.

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;
(other than in relation to: admission to our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)
- 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. 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 St. Anthony's BNS 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 St. Anthony's BNS, the parents/guardians must indicate—

(i) whether or not they have accepted an offer of admission for another school or schools. If parents/guardians have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not parents/guardians have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they 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. Anthony's BNS 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.
- v. If criteria for admission to the ASD Special Class are not met
- vi. If there is no available place in the ASD Special Class.
- vii. If there is no available place in the school.

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. Anthony's BNS 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. Anthony's BNS 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.

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:

The Board of Management of St. Anthony's BNS will consider the requests for admission based on the availability in the class/standard for which the admission request is being made. Applicants will be considered in accordance with the criteria as outlined in Section 6 above. St. Anthony's BNS will adhere to the agreed relevant procedures in all Sections of this policy and will provide a copy of the St. Anthony's BNS Admissions Policy to all relevant parties.

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

This rule applies to all schools.

The board of St. Anthony's BNS 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

This section must be completed by schools that provide religious instruction to students.

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: St. Anthony's school will ensure that the pupil is engaging in meaningful activities when they are not partaking in main group instruction.

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.

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.

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 29 (b) of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon-

- Effective management of the application process.
- Clarity and transparency relating to the process.
- Applicants informed in good time re the status of their application, particularly in the case of the school's inability to enrol children from the school catchment area.

Monitoring Procedures

The implementation of this policy will be monitored by the Board of Management at the appropriate time.

APPENDIX 1

ADMISSIONS POLICY - AUTISTIC SPECTRUM DISORDER SPECIAL CLASS

Our Aim

Our special ASD class aims to offer an autistic specific learning environment within a mainstream national school. The setting facilitates optimum inclusion, and reverse inclusion as part of the school community with access to mainstream classrooms and activities as appropriate.

Enrolment Procedure

1. Initial contact is made by parents/guardians/SENO in relation to the child by completing Pre-Enrolment Form. This does not constitute confirmation of enrolment. This form must be returned within 2 weeks from the date of issue.
2. Applicants are required to provide every report from an educational or clinical Psychologist or Psychiatrist and a multidisciplinary team or any variation thereof. These should clearly recommend that a placement in a special class in a mainstream school is suitable for the student.
3. The withholding of reports from the school may invalidate an Enrolment Application at any time.
4. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM IV/V or ICD- 10/11) and supporting original documentation in order to be considered for enrolment in the ASD Special Class. The ASD special class will not enrol students who have more than a moderate intellectual disability. A pupil's placement needs to be as accurate a reflection of his needs as possible so that the child can be given a reasonable opportunity to integrate into the mainstream setting.
5. Parents/guardians will agree to share the content and copies of any further reports obtained at a later date with the school.
6. Applications will in the first instance be reviewed by the Principal and relevant staff member/s to determine the suitability of the ASD Class for placement of the child in the Special Class at St. Anthony's BNS. The school will be advised by the SENO. A recommendation will be made in relation to each application to the Board of Management of the school. The Board of Management will apply the directions of this policy and make the final decision on all applications.
7. Once this process has been completed the applicant is placed on a waiting list of applicants to enrol. Parents/guardians will be notified in writing if and when their child has secured a place. The school application form, incorporating family details is then completed for children who have secured a place.

Return of Forms of Acceptance

Letters of offer for places in the ASD class will be issued and must be returned within two weeks of the letter of offer being issued by the school. All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not receive the acceptance form within the two week period, the place will be offered to the next child on the waiting list for that school year. Verbal acceptance of a place is insufficient.

Post Acceptance

1. Upon acceptance of an offer the parents will be invited to visit the school to meet with the Principal and relevant staff member/s. Any information requested by the parents will be provided at this meeting.
2. The parents/guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.

Alternative Placement

An alternative placement may be recommended at any time if the Board of Management, after consultation with the Principal, relevant staff member/s, parents/guardians, SENO and outside professionals agree that the placement is not appropriate.

Where the education placement has broken down, the school, in consultation and cooperation with the parents and relevant professional agencies will support the child in exiting the school and assist where necessary/possible in sourcing an alternative placement.

Any student enrolled in St. Anthony's BNS ASD Special Class can with parental approval unenroll from the ASD Special Class and remain as a student in St. Anthony's BNS, following consultation with Principal, relevant staff member/s, parents outside professionals and SENO.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy.

Review Procedure

This policy will be reviewed on an annual basis - First Board of Management meeting of the new school year.

Ratification: Ratified by the Board of Management on the 17th of September 2020.

<u><i>Kieran Hastings</i></u>	<u>17/09/2020</u>
Chairperson Board of Management	Date

<u><i>Seán Lyons</i></u>	<u>17/09/2020</u>
Principal	Date