

Admission Policy

of

St. Patrick's B.N.S.
Strokestown,
Co. Roscommon.

Roll No: 15045G

Patron: Bishop Kevin Doran
Diocese of Elphin

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 the 15th 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 St. Patrick's B.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

Mission Statement

St. Patrick's B.N.S. is a Catholic all boys senior primary school with a Catholic ethos under the patronage of the Bishop of Elphin, situated in Strokestown, Co. Roscommon.

"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
- 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 St. Patrick's B.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.

We strive to provide a well ordered, happy, caring and secure atmosphere where the intellectual, spiritual, physical, moral and curricular needs of all pupils are identified and addressed. While we are a school with a Catholic ethos, we also have due recognition for all other faiths.

The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

At St. Patrick's B.N.S., we strive to promote the professional and personal development of teachers through staff development programmes.

We encourage the involvement of parents through home/school contacts. We endeavour to enhance the self-esteem of everyone in the school community and to imbue in the pupils a respect for people and property.

Objectives

The primary objectives are aimed at embracing:

- A sense of fairness and good relationships with all people.
- Deep respect and cherishing for all people equally.
- Forgiveness and reconciliation: a place where grudges are not held.
- Respect and dignity: deep intrinsic respect for all others.
- Affirmation and tolerance: that we speak to, react to and act towards others, respectful of their dignity.
- Personal Faith Formation: formal prayer, religion lessons, celebration of the sacraments as well as recognition and appreciation of the liturgical seasons of the year.
- Belonging: That all experience a sense of belonging and contribute to the promotion of the Catholic ethos of the school.
- Understanding: Teachers and pupils promote positive experiences of school and foster healthy and wholesome relationships.

3. Admission Statement

St. Patrick's B.N.S. is a senior, all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school. The school 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.

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

St. Patrick's B.N.S. is a mainstream school. It does not have a Special Class or ASD Class. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the Special Education Team.

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) a student is not of the gender provided for by this 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:

Priority is given to:

1. Boys who were previously enrolled in St. Mary's Primary School, Strokestown as this school is a feeder school for St. Patrick's B.N.S.
2. Brothers of children already in the school or who have attended the school in the past. If the class is oversubscribed 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. Families whose primary residence is either:
 - (a) in the immediate areas of Strokestown Parish, starting closest to the school and radiating outwards from the school within the Parish. If the class is oversubscribed within the application of this particular criterion, then the furthest from the school will be eliminated first.
 - (b) or are in the process of moving to Strokestown Parish. In this instance, proof of address will be asked for.
4. Children of current teaching and non-teaching staff (incl. Special Needs Assistants, Secretary, Caretaker)
5. Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
6. If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application.
The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on.
This prioritization proceeds until all places have been allocated.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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 St. Patrick's B.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 St. Patrick's B.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 St. Patrick's B.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 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 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. Patrick's B.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 St. Patrick's B.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.

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 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:

- (a) Priority is given to brothers of children already in the school or who have attended the school in the past.
- (b) Families whose primary residence is either
 - (a) in the immediate areas of Strokestown Parish, starting closest to the school and radiating outwards from the school within the Parish or
 - (b) in Strokestown Parish within a 2 mile distance by road from the school, or who are in the process of moving to either of these areas.
- (c) Children of current teaching and non-teaching staff (incl. Special Needs Assistants, Secretary, Caretaker)
- (d) Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
- (e) If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application.

The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on.

This prioritization proceeds until all places have been allocated.

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:

As outlined above, the same procedures will apply.

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

The Board of Management of St. Patrick's B.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

The following are the school's arrangement for students where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

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

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, 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.

Signed: Peter Kelly
Chairperson, Board of Management

Date: 7th December 2020

Appendix 1: Annual Admissions Notice Template

St. Patrick's B.N.S. Strokestown, Co. Roscommon.

ANNUAL ADMISSION NOTICE

in respect of admissions to the 2022 - 2023 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission**

for the **2022 – 2023** school year is available as follows: –

To download at: stpatricksbns.com

On request: By emailing stpatricksbns@gmail.com

or writing to: The Principal, St. Patrick's B.N.S., Strokestown, Co. Roscommon

Admissions to the 2022 - 2023 school year

Application and Decision Dates for admission to 2022 - 2023 school year

The school will commence accepting applications for admission on	Monday 7th March 2022
The school shall cease accepting applications for admission on	Friday 8th April 2022
The date by which applicants will be notified of the decision on their application is	Friday 29th April 2022
The period within which applicants must confirm acceptance of an offer of admission is	Friday 13th May 2022

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the School's Admission Policy.

Number of places being made available in 2022 - 2023

The number of places being made available in third class	13
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