

SCHOOL ADMISSION POLICY

DIOCESE OF KILDARE & LEIGHLIN



NAME OF SCHOOL: NEWTOWN NATIONAL SCHOOL

ADDRESS: NEWTOWN, ENFIELD, CO. MEATH

ROLL NUMBER: 18650P

CHARITY NUMBER: 20124809

PATRON: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

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 25/10/24. 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 Newtown NS 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

Newtown NS is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'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 p15'

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 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 Newtown NS 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.

Ethos of Newtown National School

Newtown National School is a Catholic primary school, under the patronage of the Bishop of Kildare and Leighlin. It opened on its current premises in 1962. Our school is a place where professional standards are maintained and where pupils learn in a safe, happy environment. Teachers and staff are sensitive to the needs and circumstances of each pupil, irrespective of race, colour, creed, gender or ability. The culture of the school encourages the nurturing of the uniqueness of each child, with a positive focus on the child's holistic development by virtue of our child-centred approaches to learning. The policies, practices and attitudes of the school, such as those in our dealings with pupils, staff, parents and the wider community are inspired by the values of the Christian Gospel. Prayer and reflection will be regular features of the school day thus nurturing in the children, a living relationship with God and the children occasionally attend Mass in Church of the Nativity of Our Lady, Newtown with members of the community. The celebration of the liturgical seasons and the sacraments will form part of the rhythm of the school year and the children will be given the opportunity to participate in these celebrations. The school fosters an active partnership with the parents/guardians which contributes to the positive learning experience of the pupils. The school works in conjunction with Tiernohan NS in the preparation of First Penance, First Holy Communion and Confirmation.

OUR MISSION

"Rath Dé ar on obair"

- ◆ We endeavour to ensure that each child feels accepted.
- ◆ We seek to create an environment that is welcoming, inclusive and safe for students, staff and parents.
- ◆ We strive to build healthy, mutually respectful relationships among pupils, staff and parents.
- ◆ We actively promote equal opportunities for all.
- ◆ Building the self-esteem of each individual is central to all our teaching, communications and inter-actions.

- ◆ We do not solely view education as the passing on of knowledge and skills, but rather as the development of the whole person.
- ◆ It is our aspiration to encourage and foster independence, self-confidence, self-motivation and self-discipline so that our pupils are happy with themselves, others and the world in which they must live
- ◆ Our everyday, lived experiences are based on the principles of Peace, Honesty and Respect.

"Ní neart go cur le chéile"

3. ADMISSION STATEMENT

Newtown NS 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.

Newtown NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Newtown NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

All denominational schools

Newtown NS 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education class(es)

Newtown NS is a school which has established two Autism Classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a

category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

In the case of a mainstream school with a SEN class attached

Newtown NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism.

School with special education class(es)

The special class attached to Newtown NS provides an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (ASD) and the school may refuse admission to this class, where the student concerned does not have a report confirming that s/he has been diagnosed as having the specified category of special educational needs provided for this class. A diagnosis that meets D.S.M. IV&V or I.C.D.10 criteria by a clinical psychiatrist/multi-disciplinary team is required. In addition to this, a specific recommendation that the student should be placed within an ASD (Autism) class in a mainstream school is also required.

This School Policy has regard to and is contingent on the funding, resources, services and space available to our school in the future.

Our aim is to provide a quality driven, appropriate educational service to all children in the autism class, within the requirements of all recent legislation pertaining to Special Needs Education.

We aim to strive towards the inclusion of children in the class into mainstream education, having regard for levels of disability, available resources and suitability for such inclusion. As such the pupil's potential to integrate into the mainstream classroom in a meaningful way will be a factor for considerations by the Admissions Team.

Please refer to the Autism Class policy for further details.

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see 5 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

All denominational schools

Newtown NS is a Roman Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Schools with Special Education Classes

The special classes attached to Newtown NS provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (ASD) in line with DSM IV/V or ICD10/11 and the school may

refuse admission to this class, where the student concerned does not have a report confirming the specified category of special educational needs provided for in this class.

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:

Criteria to be used

Category 1

Age- applicants must be 4 years of age before August 31st in the year of admission. Where the school has more applications than spaces available offers will be made to the oldest applicants.

Category 2

Siblings and stepsiblings of children already enrolled in the school. (the eldest children will have priority in this ranking, however the applicant must be 4 years of age before August 31st in the year of admission).

Category 3

Children living in close proximity to the school (Eircodes/Google Maps will be used to determine the closest applicant to the school), the eldest children will have priority; however, the applicant must be 4 years of age before August 31st in the year of admission).

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

- If the applications within categories exceed the number of places available, **older children will have precedence. If DOB is the same the time of birth from the birth certificate will determine who will be accepted.**
- If, in the event that one place is available and the next two children are twins; both will be taken.

Oversubscription to the special class

Children already enrolled in Newtown NS with a diagnosis of Autistic Spectrum Disorder (ASD) in line with DSM IV/V or ICD10/11 and a recommendation of being placed in a Special Class will have priority should a place become available in our Special Class.

All other applicants who meet the criteria will be placed on the waiting list.

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) 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 of a student attending or having attended the school as outlined in Section 6.
- (g) the date and time on which an application for admission was received by the school.

8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to Newtown NS will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 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 17 below for further details).

10. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Newtown NS 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 Newtown NS 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;
- (v) 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 Newtown NS 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 Newtown NS 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.

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 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 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:

- Parents/guardians who request a school place will be given an Admission Policy and an Application for Admission Form. When the Application for Admission form has been received by the school, the parent/guardian will be informed if there is a place available.

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

- Pupils may transfer to the school at any time, subject to the Admission Policy of the school, available space, and either with approval of the Department of Education & Skills **or** when a transfer is made because of a change of the ordinary residence of the child. In the case of transfers the school may request relevant documentation such as student support files and professional reports.
- A pupil who leaves the school and who is struck off the Rolla/POD, and who subsequently wishes to return to the school must reapply to the Board of Management in writing.

The BOM of NNS reserves the right to cap the number of children in any classroom.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

This rule applies to all schools.

The board of Newtown NS 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) 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 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.

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 25/10/2024



This Admission Policy was ratified by the Board of Management of Newtown NS on 23/10/24

(Chairperson)

(Principal)