



St Laurence's National School  
Greystones, Co Wicklow, A63 Y6P9  
Roll No: 19573F  
Patron: Archbishop of Dublin

## Admission Policy

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### 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 28 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 Laurence's 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 will be 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 Laurence's NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) 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 St Laurence's NS shall uphold, and be accountable to the patron for so upholding, the



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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 Laurence's NS seeks to enable each child to develop his/her potential in a caring environment where the talents of each child are nurtured and valued. The school climate and atmosphere are created by the actions and behaviour of everyone in the school. The behaviour of adults in a child's life, including parents and teachers, is a significant influence on how a child acts. St Laurence's NS actively encourages a high level of openness and co-operation between staff, parents and pupils. A clear understanding among all the partners of the standards of behaviour required and the characteristic spirit and general objectives of the school helps ensure a harmonious environment where all can work effectively.

### 3. Admission Statement

St Laurence's 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.



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### **All denominational schools**

St Laurence's 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

### **Schools with special education class(es)**

St Laurence's NS is a school which has established a Mild General Learning Disability Unit, 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 (SEN) catered for in the school/ special class**

Children with SEN will be included and accommodated where possible. St Laurence's NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a Mild General Learning Disability.

### **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

### **All denominational schools**

St Laurence's NS is a Primary School in the Roman Catholic tradition 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.

### **School with special education class(es)**

The special class attached to St Laurence's NS provides an education exclusively for students with a Mild General Learning Disability and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational



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needs provided for in this class. The maximum number of places in the Mild General Learning Disability class is eleven. Should applications exceed this number, the Special Education Needs Officer will be contacted for advice regarding enrolment.

### 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:

1. Siblings, stepsiblings of children currently enrolled in the school and children resident in the Parish of Greystones and the traditional catchment area (the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking)
3. Children residing outside the Parish of Greystones (the eldest child will have priority in this ranking).

In the event that applications for enrolment exceed the number of places available in the school the eldest child is given priority. In the event that there are two or more students tied for a place, a lottery will apply with an independent party present.

Only pupils who have reached the age of 4 years on their first day at school are eligible for enrolment.

The Board of Management will determine the number of available places in the school, bearing in mind the current pupil/teacher ratio as laid down by the Department of Education & Skills and Health and Safety considerations.

### 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);



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- (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 the school) as per the Enrolment Criteria;
- (g) the date and time on which an application for admission was received by the school.

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

### 8. Decisions on applications

All decisions on applications for admission to St Laurence's NS 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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.



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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 Laurence's 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.

**Please be advised (as per Section 12) that information regarding applications are shared by primary schools in the area in a manner designed to facilitate inclusion in education for the maximum number of children. The information shared is minimal and is in line with GDPR requirements.**

### 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. Laurence's 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.



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### 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 Laurence's 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 St Laurence's 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.

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.

### 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:

All applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, 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.

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:

All applications for admission after the commencement of the school year as outlined in the annual admission notice/Sections 5 and 6 above, 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.



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

The Board of St Laurence's 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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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) or the student, as the case may be, 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.





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### 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.



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### APPENDIX 1

#### Application Process

- Application forms must be completed and returned to the school on or before the closing date;
- The child's original Birth Certificate must accompany the application (the school will endeavour to copy and hand back the Birth Certificate immediately);
- Two proofs of address dated within three months of application, must accompany the application. One proof of address must be a utility bill for either gas, electricity or landline telephone.
- Incomplete applications will be returned to parents/guardians and the applications will not be treated as being complete until such time as all requested information is received;
- Parents/Guardians will receive written notification of the decision on enrolment or otherwise within 21 days of the closing date, or for late applications, on receipt of the fully complete application;
- Parents'/Guardians' right of appeal against a decision to refuse enrolment as provided in Section 29 of the Education Act 1998 will be included in this notification. In the event of such an Appeal the Board of Management will prepare a response for the Appeals Committee.

**Signed:**

**Chairperson  
Board of Management**

**Signed:**

**Principal**

**Date:**

1 October 2020

**Date:**

1 October 2020