

# Admission Policy

Christ Church National School, Lower Newtown, Waterford

## 1. Introduction

- 1.1. This Admission Policy for Christ Church National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admissions to Schools) Act 2018, directives of the School's Patron and following consultation with the School community.
- 1.2. In this policy, any reference to parents is to be taken as including reference to guardians, any reference to child is to be taken to include a child who has been adopted or fostered, any reference to siblings is to be taken as including reference to step siblings.

## 2. General Information

- 2.1. While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.
- 2.2. In determining the level of admissions, the Board shall take account of the Department of Education and Skills (DES) regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, including, for example, traffic restrictions; it shall also have regard to issues such as physical space, multi-grade classes. The presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the school.

## 3. Notification of Intention to Apply Form (Appendix 1)

- 3.1. Those intending to apply for enrolment of a student in the school (intending applicant) should contact the school and request a copy of the Notification of Intention to Apply Form. Submission of the Notification of Intention to Apply Form does not offer any priority whatsoever to the intending Applicant nor does it in any way guarantee a place for him/her either for the term and year requested nor for any other term or year.
- 3.2. If the intention is to seek to enrol a child in less than 21 days, an Application Form should be requested and there will have to be full compliance with this Policy in terms of the application.
- 3.3. Those who have returned a Notification of Intention to Apply Form will be sent an Application Form in the proposed year of proposed enrolment in the School.

## 4. Applications for Admissions

- 4.1. All applications for a place in the school shall be submitted to the School Principal on the approved Application Form (Appendix 2). An Ethos statement and Code of Behaviour will be

furnished to each Applicant with a copy of the Application Form at the appropriate time, in advance of the Admissions' Application period.

- 4.2. The applications must be submitted during the Admissions Application period i.e. between 8:30am on the allocated opening date for admissions in that given year and 2:00 pm on the allocated closing date for applications in that given year.
- 4.3. The School will not accept applications in advance of 08:30am on the allocated opening date or after 2:00pm on the allocated closing date for admissions in that given year.
- 4.4. The strict deadline for receipt of fully completed Application forms is 2:00pm on the allocated closing date.
- 4.5. Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date will be considered by the Board. In order for an application to be considered, all required accompanying documentation must be provided prior to the closing date.
- 4.6. An Application Form must be accompanied by
  - (i) A birth certificate for the student in respect of whom the application has been made, Applicant Student.
  - (ii) Proof of address in the form of a utility bill in the parent's name, which must be dated no later than three months prior to the closing date.
  - (iii) Statement confirming that the Applicant Student is a member of a minority religion, where applicable as outlined below. The Board of Management reserve the right to request further evidence of membership of a minority religion, if needed.
- 4.7. It should be noted that submission of an Application Form does not confer a right to admission nor does it guarantee a place in the School.
- 4.8. Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of a place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.
- 4.9. Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School. If an application is submitted prior to the Admissions Application Period, the application will not be considered by the Board.
- 4.10. Applicant Students, in respect of whom applications are made for junior infants, must have attained their 4<sup>th</sup> birthday (or older if applicable) no later than the first school day in the school year in respect of which the application for enrolment is made.

## **5. Consideration of the Applications**

- 5.1. The Board having considered the applications, will issue its decisions in writing within 21 days of the closing date,
- 5.2. Waiting lists for Applicant Students, only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.
- 5.3. Applicants who have been offered a place must inform the School, by completing and returning the admissions acceptance form within 7 calendar days of being offered a place.

Failure to do so within this time frame will result in the place being forfeited and being reallocated.

- 5.4. Any contact with and/or lobbying of school personnel and/or board members regarding application for admission will automatically disqualify the applicant and a place will not be offered.
- 5.5. The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patron requirements, changes to legislation etc ...

## 6. Priority

6.1. Christ Church National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) –

- a) **Priority Category 1:** An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious instruction/education which is provided in the school<sup>1</sup> and who lives within the boundary of Waterford Union or the parishes of Kilmeaden, Portlaw, Pilltown, Slieverue and Mooncoin, and such parishes where there is no Church of Ireland/Protestant school. In the event of oversubscription of Applicant Students within Priority Category 1, priority will be given to siblings of existing pupils of the school.
- b) **Priority Category 2:** An Applicant Student who lives within a 15km radius of the school and who complies with the terms of this Policy. In the event of oversubscription of Applicant Students within Priority Category 2, priority will be given to siblings of existing pupils of the school.

In respect of Priority categories 1 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or similar ethos to, the religious ethos of the minority religion of the Applicant student.

A statement from the Applicant confirming (i) that the Applicant Student is a member of the minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of minority religion of the Applicant Student.

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<sup>1</sup> As defined in Section 7(A)(2) of the Equal Status Act

Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students using a lottery system (“names in a hat” method). Where the number of Sibling Applicant Students in such a priority category does not exceed the number places available, the remaining places in this category will be allocated using a lottery system (“names in a hat” method).

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category for the year of application.

## **7. Refusal to Enrol**

- 7.1. The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.
- 7.2. In exceptional circumstances, the School reserves the right to refuse enrolment where:
  - i. The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
  - ii. The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.
- 7.3. Applicants refused under any of the above criteria will be advised of their right to appeal the Board’s decision as outlined below.

## **8. Appeals Procedure**

- 8.1. Applicants who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be downloaded from [www.education.ie](http://www.education.ie). This appeal must be submitted to the DES within 42 days of receipt of the decision of the Board to refuse enrolment.

## **9. Ratification and Review**

- 9.1. This Policy was ratified by the Board on 23<sup>rd</sup> of January 2019 and follows guidelines issued by the Patron in respect of admissions.
- 9.2. This Enrolment Policy will be regularly reviewed by the Board.

This policy was reviewed by the Board of Management on Wednesday 29<sup>th</sup> January 2020

Chairperson: Rev. Trevor Sargent \_\_\_\_\_

Principal: Mrs Heather Stanley \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 1

**NOTIFICATION OF INTENTION TO APPLY FOR ENROLMENT FORM**

*This is not an application form and does not form part of the selection process. This form is not a confirmation of a place on the school. The school will make a record of persons wishing to enrol their child in the school for no purpose other than to be in a position to distribute application forms at the appropriate time. Information shared with the school will be protected in line with our Data Protection Policy as published on the school website [www.christchurchns.ie](http://www.christchurchns.ie)*

**APPLICANT STUDENT'S DETAILS**

Surname	First name(s)
Date of birth	Requested date of entry

**PARENTS' DETAILS**

Name	Name
Postal Address	Postal Address
Telephone number	Telephone number

email address	email address

**PARENTS' DECLARATION**

*I/We wish to give notice our intention to apply for enrolment in respect of \_\_\_\_\_ (insert child's name) to Christ Church National School for term one in the school year \_\_\_\_\_ (insert year) in accordance with the information overleaf and request that an application form be sent to me/us at the appropriate time.*

- I/We understand that this notification places the intending applicant student on a list of those requiring enrolment application for the stated term and year.*
- I/We understand that this notification does not offer any priority whatsoever to the applicant student nor does it guarantee any place for him/her either for the term and year requested or for any other term or year.*
- I/We understand that it is our responsibility to communicate to the school any change in our postal and email addresses for correspondence.*
- I consent for the school to retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal or reporting requirements.*

Parent Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Parent Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 2

**APPLICATION FOR ENROLMENT FORM**

*Submission of this application form does not confer a right to admission, nor does it guarantee a place in the school. Information shared with the school will be protected in line with our Data Protection Policy as published on the school website [www.christchurchns.ie](http://www.christchurchns.ie)*

**APPLICANT STUDENT'S DETAILS**

<b>Child's name in full (as on birth certificate)</b>	
<b>Date of birth</b>	<b>Requested date of entry</b>
<b>Postal Address</b>	
<b>Siblings currently in Christ Church National School</b>	
<b>Place in family</b>	
<b>Class for which you are applying</b>	

**PARENTS' DETAILS**

<b>Parent's full name</b>	<b>Parent's full name</b>
<b>Postal address (if different to above)</b>	<b>Postal address (if different to above)</b>
<b>Email address</b>	<b>Email address</b>
<b>Telephone number</b>	<b>Telephone number</b>
<b>Name &amp; address of previous school</b> <i>(if applicable)</i>	
<b>Reason for transfer</b> <i>(if applicable)</i>	
<b>Category for enrolment</b> <b>Please tick the appropriate category</b>  <i>(Only used for prioritising if oversubscribed)</i>	<ul style="list-style-type: none"> <li><input type="radio"/> <b>Category 1</b> (Minority faith who lives in Waterford Union and nearby Parishes where there is no Church of Ireland/Protestant school)</li> <li><input type="radio"/> <b>Category 2</b> (Applicant student who lives within 15 Km radius of the school and complies with the terms of the policy).</li> </ul>
<p>If you wish to be placed in category 1 please complete the section below. This is compulsory for consideration in this category. Please note that the Board of Management reserve the right to request evidence of membership of a minority religious denomination.</p>	

<b>Religious denomination</b>	
<b>Name of your Religious Leader</b>	
<b>Name of your Parish</b>	
<p><i>I/We confirm that the applicant student is a member of the above named minority religious denomination. We support the ethos of this Church of Ireland school and wish for our child to be educated in a school that provides a programme of religious education which is the same or has a similar ethos to the minority religion named above.</i></p> <p><b>Signed:</b> _____ <i>(Parent's signature)</i>    <b>Date:</b> _____</p> <p><b>Signed:</b> _____ <i>(Parent's signature)</i>    <b>Date:</b> _____</p>	

<p><b>DECLARATION</b></p> <p><i>I/We wish to apply to the Board of Management of Christ Church N.S to have</i>  _____ <i>(applicant student's name)</i> <b>enrolled in the school on</b> _____  <i>(date)</i></p> <ul style="list-style-type: none"> <li>• <i>I/We understand that the completion of this enrolment application does not guarantee a place in the school.</i></li> <li>• <i>I/We have received read and accept the Code of Behaviour, the Ethos Statement and Admissions Policy. We will co-operate with staff and support the ethos of the school.</i></li> <li>• <i>I/We confirm that all the information on this form is correct and accurate.</i></li> </ul> <p><b>Signed:</b> _____ <i>(Parent's signature)</i>    <b>Date:</b> _____</p> <p><b>Signed:</b> _____ <i>(Parent's signature)</i>    <b>Date:</b> _____</p>
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**This application form must be accompanied by:**

- A copy of the applicant student's birth certificate
- A current utility bill confirming your address
- Code of Behaviour Parental Agreement Form