

School Admissions Policy

Glasnevin National School

Roll No. 14980Q

A Church of Ireland School under the patronage of the Church of Ireland Archbishop of Dublin

A: General Information

1. This policy is set out by the Board of Management in accordance with the provisions of The Education Act 1998, in order to assist parents in matters relating to enrolment in the school. Any queries arising from the policy can be clarified by consulting the Chairperson or the Principal (tel: 01- 8373727 during school hours).
2. There are three teachers in the school including the Principal Teacher, and a shared Learning Support Teacher.
3. The school caters for students from Junior Infants up to Sixth Class and is co-educational.
4. The school depends on grants and teacher resources provided by the Dept.of Education and Science, and operates within the regulations laid down by the Department. School Policy will always have regard to the resources and funding available.
5. The school follows the curriculum programmes prescribed by the Dept. of Education and Science, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).
6. Within the context and parameters of Department regulations, the rights of the Patron and the resources and funding available, the school supports the principles of:
 - inclusiveness, particularly with reference to enrolment of children with a disability or other special educational need;
 - equality of access and participation in the school;
 - parental choice in relation to enrolment;
 - respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

B. Procedures

1. Those intending to apply for enrolment in Glasnevin National School should contact the school and request a copy of the Notification of Intention to Apply Form. If this intention is to enrol a child in less than 21 days, then an Application Form may be requested, but noting what follows.
2. Those who have returned a Notification of Intention to Apply Form will be sent an Application Form on **15th January** in the year of enrolment in the school.
3. All applications for places in the school shall be submitted on the approved Application Form to the school Principal. 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 designated day for consideration of applications for the following school year.
4. The closing date for return of such completed Application forms is **8th February**.
5. Only those forms that have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management.
6. Completion of the Form does not guarantee a place at the school.
7. All applicants for junior infants must have attained their 4th birthday (or older if applicable) by 1st September in the year of admission.
8. The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of complete Application Forms.
9. The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:
 - The number of places available in the school which in turn involves but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the size of the playground, the number of pupils with special needs, the number of Special Needs Assistants in a classroom, space taken up with

equipment for pupils with disabilities, the effect of the intake on division of classes, the deployment of teachers and the resources of the school.

- The religious denomination of the child.
- The place of residence of the child.

10. Siblings of pupils already in the school are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to the siblings of pupils already enrolled in the school who belong in that category only.

11. Children of Glasnevin, Santry and Finglas parishes and those for whom the school is the nearest under Protestant Management. Also children of accustomed members of the Church Congregation.

12. Applications, except in the case of change of residence are not generally entertained in the course of the school year.

13. Pupils wishing to transfer from another school in the locality are not allocated places unless there are special circumstances.

14. Waiting lists do not carry forward to subsequent years where a child has been allocated a place.

15. The Board of Management may seek further clarification from applicants before making a decision.

16. All applicants should be informed, in writing, of the Board's decision within a specified time period (namely 21 days).

17. A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.

18. Unsuccessful applicants may also appeal the decision of the Board under Section 29 (1)(C) of the Education Act 1998.

19. In keeping with the ethos of the school, places will be allocated according to the following priority:

- Church of Ireland or Anglican children which includes Old Catholic, Mar Thoma, the Evangelical Lutheran Churches of Norway, Sweden, Iceland, Finland, Lithuania, Estonia, Denmark. **
- Children who are members of Protestant Reformed, Eastern Orthodox or Oriental Orthodox Churches. **
- Siblings of children already attending the school.
- Children of inter-church families where one parent is a member of the Church of Ireland or other Anglican or Protestant denomination, where parents express a wish to have their child educated specifically within a Church of Ireland ethos. **
- Children who are members of churches which are involved in the Irish Inter-Church Meeting, i.e., Roman Catholic Church and children of other Christian denominations. **
- Children of other faiths or none.

18. Where oversubscription occurs in any category above, siblings within such category will be given priority, but, in any event, places in this category will be allocated in order of date of receipt of Notification of Intention to Apply. Those children in this category who are not successful in achieving a place will have their names placed on a waiting list in the order of date of receipt of Notification of Intention to Apply. Applicants will be informed of their place on the waiting list as it applies in their particular category.

The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.

**Board of Management of Glasnevin National School.
Updated February 2010.**

**Signed: _____ Date: _____
Chairman Board of Management.**

** Please supply copy of Baptismal Certificate or letter from Incumbent / Church Leader.