



Admissions Policy

This policy has been formulated by Belmayne ETNS to assist parents in making an informed decision in relation to pupil enrolment and to comply with legislation and Department of Education and Skills circulars and Patron guidelines.

Admission Policy of Belmayne Educate Together N.S.
School Address: Belmayne Ave., Dublin 13.
Roll number: 20308Q
School Patron: Educate Together

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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 September 14th 2020. It is published on the school's website, www.belmayne-etns.ie and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the 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. Applications for places in BETNS are made online but will be made available in hardcopy on request to any person who requests it.

Prior to the commencement of Admission to Schools Act 2018 and Admission Policies and Admission of Pupils, Regulations 2020, where Belmayne Educate Together N.S. had confirmed prior to February 1st, 2020, that an applicant had been placed on a list relating to the allocation of school places or a pre-enrolment list, following school enrolment procedure had received in writing by email confirming this pre enrolment for a particular school year up to and including the school year 2023/2024, then this place on the pre-enrolment list is still valid.

BETNS under the Admission to Schools Act will operate separate enrolment lists up to and including 2023. The school will offer places first from this pre enrolment list each year up to and including 2023, offering places to siblings first and then working down the list in order of first come first served.

From 2024 there will be an annual enrolment process for Junior Infants and other year groups.

Characteristic Spirit and General Objectives of BETNS

Belmayne ETNS endeavours to provide a holistic, inclusive educational setting for all pupils. We place equal emphasis on the need to cater for all children in our mainstream setting (i.e. those with special educational needs, those without needs and high achievers/exceptionally able pupils). Within the context of this policy, as an inclusive school, Belmayne ETNS supports all pupils to access, participate in and benefit from an appropriate mainstream education setting.

Belmayne ETNS is committed to the values laid down in Educate Together's Charter. As a school, we are learner-centred in all our decisions, equality-based, co-educational and democratically-run. All members of the school community, inclusive of our Patron, Board of Management, Principal, staff, pupils and parents must work together in an atmosphere of dignity and respect whatever their social, cultural or belief background, with the pupils' needs at the forefront of every decision made.

Pupils who attend Belmayne ETNS follow an Ethical Education curriculum- strands which cover morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. Pupils attending BETNS will all learn about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Learning is educational and not a form of indoctrination.

Our equality-based values inform all policies and practices in the daily life of the school. In exercising this policy making and decision making responsibilities, the Patron and the school's Board of Management upholds the characteristic spirit of our school.

For equality of access, BETNS offers places to siblings enrolled in the school at the same time (i.e. one sibling is currently attending BETNS when another wishes to attend). The definition of a sibling in this policy includes step siblings and foster siblings.

Admission Statement

Belmayne ETNS will not discriminate in its admission of a student to the school on any of the following:

- a) the sex or 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.

Admission of Pupils

Belmayne ETNS shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 8](#) 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. The Code of Behaviour can be found on the school website or by clicking [here](#).
- c) Where a pupil is 4 years of age before/on the first day of the school year concerned

- d) The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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

Offers of places will be made in the first instance based on existing waiting lists formed prior to February 1st 2020, based on the priority category of the policy at the time of application.

Oversubscription

Annual admission processes occur at different times in different primary schools, but remain open for at least 3 weeks. Notice of Belmayne ETNS' annual admission will be published at least 1 week prior to the start of the annual admission process on the website www.belmayne-etns.ie Annual admissions will occur usually after we return to school in Term 2. Admissions to BETNS are taken via online applications.

Junior Infants

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 online applications as set out in the school's annual admission notice for Junior Infants.

Pupils must reach 4 years of age on or before the first day of school of the year concerned that Junior Infants starts.

Priority Category 1:

Pupils who are siblings of children who are enrolled and attend BETNS at the same time and who are 4 before/on the first day of school.

Priority Category 2:

Applicants who have reached four on/before the first day of school.

Priority Category 3:

All other applicants (who are 4 before/on the first day of school).

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above or the number of applicants exceeds the number of remaining places, places will be offered or added to a waiting list by way of a lottery of completed applications.

Senior Infants to 6th Class

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below.

It will be applied to those online applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Pupils must be moving to the next year group if the application is for September or to the same year if applying to move during the school year.

Priority Category 1:

Applicant pupils who are siblings of children and enrolled in the school at the same time.

Priority Category 2:

In the case of Senior Infants, pupils who have completed Junior Infants or a similar schooling in another country.

Priority Category 3: All other applicants

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above or the number of applicants exceeds the number of remaining places, places will be offered or added to a waiting list by way of a lottery of completed applications.

A lottery occurs with all remaining names and a waiting list will be put in place for that school year only.

Lottery

In the case of a Lottery occurring, this will be overseen by the Principal and the Chairperson of the Board of Management, or a member as agreed by the Board of Management. In the event that one is not available, the Deputy Principal will be the replacement person to oversee proceedings.

Late Applications

All online applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants or to other year groups will be considered and decided upon in date order of when they were received 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 not later than three weeks after the date on which the school received the online application.

Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list by lottery.

Waiting List in the Event of Oversubscription

In the event of there being more applications to the school year concerned than places available in Junior Infants or other year groups, a waiting list of pupils whose online applications for admission to BETNS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid only for the school year in which admission is being sought.

Placement on the waiting list of Belmayne ETNS is in the order of priority assigned to the pupils' online applications after the school has applied the selection criteria in accordance with this admission policy - see section 6 above. Late applications will be added to the list in date order, see section 7 above.

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

Waiting lists will expire at the end of each school year. If parents wish to extend the period of time that their child is on the waiting list, they **need to reapply to the following year's annual admissions process**.

Admissions of Pupils after the Commencement of the School Year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next online application.

Decisions on Applications

All decisions on applications for admission to Belmayne ETNS 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 online application form received during the period specified in our annual admission notice for receiving online applications

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.

Notifying Applicants of Decisions

Applicants will be informed in writing, by email, as to the decision of the school, within the timeline outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or, for late applications, three weeks after the school receives an online application. Where an email address is not supplied, a letter will be sent.

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, by email, to the applicant, including, if 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 or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 16 below for further details).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Belmayne ETNS **you must** indicate **within seven days** of receiving an offer

- 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 are 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.

It is the responsibility of each applicant on behalf of their child to ensure the correct details such as email addresses/phone numbers have been given to BETNS.

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 Belmayne ETNS where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 12 above.

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 pupils.

Section 66(6) allows Belmayne ETNS to provide a patron or another Board of Management with a list of the pupils in relation to whom

- An application for admission to the school has been received
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted.

The list may include any of the following:

- The date on which an application for admission was received by the school
- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- 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)

Declaration in Relation to the Non-Charging of School Fees

Belmayne ETNS or any persons acting on its behalf will not charge admin fees for or seek payment or voluntary contributions to enrol (howsoever described) as a condition of-

- an application for admission of a student to the school, or
- the admission or continued enrolment of a student in the school.

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.
- 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)

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.

Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR).

Information obtained for the purposes of allocating places in the school to pupils will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained.

The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased.

All hard copies of data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). In the case where documents such as assessments and information forms are filled in or given to the schools, these documents are kept as digital copies. A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the Board of Management.

Signed: Carol Norton **Date:** 15th September 2020
(Chairperson, Board of Management)

Signed: Sinead O'Meara
(Principal)

Date: 15th September 2020