



Finglas Parochial National School

Admissions Policy

Finglas Parochial National School

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Roll number: 18205R

School Patron/s: Church of Ireland

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 December 20th, 2022.

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 Finglas Parochial National School's 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

Finglas Parochial National School is a co-educational primary school with a Church of Ireland ethos under the patronage of The Church of Ireland Archbishop of Dublin and Glendalough. A Church of Ireland / Anglican ethos in the context of a Church of Ireland primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community.

Drawing on its Anglican tradition, the Church of Ireland School encourages home/family

involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Finglas Parochial 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.

Finglas Parochial National School aims to provide a happy secure atmosphere in which learning is enjoyable and where all pupils are equally valued and respected. Pupil's spiritual, moral and religious development is encouraged, as is their intellectual, social and academic development.

The general aims of our school are to:

1. Encourage attitudes and habits related to spiritual fulfillment- truth, charity, justice, patience, obedience, purity, trustworthiness, kindness and all other moral values.
2. Provide stimulation and appropriate opportunities to enable a child to reach his/her full potential
3. Foster a happy relaxed environment that will be conducive to learning
4. Develop creativity and inventiveness.
5. Encourage self-expression in as many media as possible, and to the limit of each pupil's ability.
6. Promote a spirit of co-operation.
7. Enable pupils to be aware of and to understand their environment.
8. Teach pupils to be courteous and to behave in an acceptable manner.
9. To promote the spiritual development of the pupils through Religious lessons and the Follow Me programme.

3. Admission Statement

Finglas Parochial National School 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. Finglas Parochial National School is a school whose objective is to provide education in an

environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Finglas Parochial National School is under Church of Ireland/Anglican ethos. The Patron of the school is the Church of Ireland Archbishop of Dublin and Glendalough. While the Church of Ireland ethos will permeate the school, not all pupils may be members. Traditional positive values prevail including a spirit of tolerance and celebration of diversity. Self-esteem and self-discipline are encouraged. Respect of self and others is expected.

Finglas Parochial National School 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.

Finglas Parochial National School 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. This admissions policy, which takes account of the aforementioned co-operation with the NCSE, was approved by the Patron on December 23rd, 2022.

4. 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
- c) Finglas Parochial National School is a Church of Ireland School and may refuse to admit as a student a person who is not of Church of Ireland/ Anglican ethos where it is proved that the refusal is essential to maintain the ethos of the school.

5. Applications for Admissions

5.1 All applications for a place in the School shall be submitted to the School Principal on the approved Application Form. 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.

5.2 The application must be submitted during the Admissions Application period 5.3 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.

5.4 An Application Form must be accompanied by:

- A copy of the student's birth certificate
 - Proof of address in the form of a utility bill in the Applicant's name, which must be dated no later than three months prior to the closing date
 - Statement confirming that the Applicant Student is a member of a minority religion (see Appendix 2 - Section on Application Form)
 - Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable, (See Appendix 2 - section on application form)
- 5.5 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.

5.6 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 the place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.

5.7 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.

5.8 Applicant Students, in respect of whom applications are made for **Junior Infants**, should generally have attained their 4th birthday by the 1st April of the year of entry.

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. 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 ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school (*As defined in Section 7(A)(2) of the Equal Status Act*) and who lives within the boundary of Santry, Glasnevin and Finglas Group of Parishes.

2. Priority Category 2: 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 ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school (*As defined in Section 7(A)(2) of the Equal Status Act*) and who lives within the boundary of Dunboyne and Rathmolyon Group of Parishes.

3. Priority Category 3: Children of staff of Finglas Parochial National School.

4. Priority Category 4: All other Applicant Students who comply with the terms of this Policy.

In respect of Priority categories 1 and 2 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 a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student:

1. A statement from the Applicant confirming:

(i) that the Applicant Student is a member of a minority religion

(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 the minority religion of the Applicant Student **and**

2. Evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:

- the signature and stamp of the relevant Church leader on the application form confirming that the Applicant Student is a member of the minority religion
- a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.

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:

- It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students who have siblings currently enrolled in the School (“Sibling Applicant Students”).
- 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.
- Where the number of Sibling Applicant Students in such priority category does not exceed the number places available, the remaining places in this category will be allocated using a lottery system.
- 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.

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.

(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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Finglas Parochial National School 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 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 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Finglas Parochial 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 Finglas Parochial National School 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;
- (iv) 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 Finglas Parochial National School 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 Finglas Parochial 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.

Applicant students 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. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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:

- 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.
- Applicant students will be offered a place in the relevant class if a place is available. • In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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:

- 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. • Applicant students will be offered a place if there is a place available.
- In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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

The board of Finglas Parochial National School 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)/guardians 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.

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). The timeline in which to request a review is 3 weeks.

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). The timeline in which to request a review is 3 weeks.

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.

Patron Approval was granted for this updated Admissions policy on: December 20th, 2022.