



Admission Policy of Assumption Junior School

School Address: Walkinstown, Dublin 12

Roll number: 20450T

School Patron/s: Catholic Archbishop of Dublin

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 ratified by the Board of Management on 28/06/2023 and approved by the school patron on 16/06/2023. 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 Assumption Junior 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

Assumption Junior School is a Catholic co-educational, junior primary school with a Catholic ethos under the patronage of the Archbishop 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 of Assumption Junior School 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.

Assumption Junior School upholds the values and principles of a Christian education in the Catholic tradition. We respect the dignity and uniqueness of each person involved with the school. We strive to provide an environment that encourages each pupil to develop positively as a person and to provide her/him with the knowledge and skills necessary for ongoing learning. We are an inclusive school and welcome pupils of all faiths and none.

Our school caters for girls and boys who are four before or on 1st September, the year their parents wish to enrol them in Junior Infants. We cater for boys and girls Junior Infants, Senior Infants and First Class, after which boys normally transfer to Drimnagh Castle Primary School. Girls go on to complete Second Class in the Junior School before moving to the Senior Girls' School in the same building, if that is their parent's choice.

Within the context of Department of Education and Skills regulations and programmes and the funding and resources available, the school supports the principles of:

- parental choice in relation to enrolment
- inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs
- equality of access and participation for all pupils enrolled in the school
- respect for diversity of values, beliefs, traditions, languages and ways of life in society

The school follows the curricular programmes prescribed for primary schools by the Department of Education and Skills. Parents who wish to familiarise themselves with these programmes may do so at www.ncca.ie

3. Admission Statement

Assumption Junior 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.

- Assumption Junior School caters for boys and girls in Junior Infants, Senior Infants and First Class and for girls only in Second Class. Assumption Junior School does not discriminate where it refuses to admit a boy applying for admission to second class.
- Assumption Junior School 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.
- Assumption Junior School is a school which has established two ASD classes, 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 (See Appendix A-ASD admission procedures for further details).

Assumption Junior School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Assumption Junior School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Categories of Special Educational Needs catered for in the special classes

Assumption Junior School with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with ASD. (See Appendix A-ASD admission procedures for further details)

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
- c) Assumption Junior School provides education in Second Class exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for in Second Class by this school.
- d) Assumption Junior School is a Catholic ethos and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.
- e) The special classes attached to Assumption Junior School provide an education exclusively for students with ASD and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class.

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:

Criteria

1. Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Walkinstown (the eldest child will have priority in this ranking)
2. Children who are siblings of pupils of Assumption Senior Girls' School and Drimnagh Castle Primary School (the eldest child will have priority in this ranking)
3. Children of staff (the eldest child will have priority in this ranking)
4. Children residing outside the parish of Walkinstown (the eldest child will have priority in this ranking)

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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, other than in relation to a student's prior attendance at – an early intervention class, specified in a list published by the Minister from time to time
- (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 a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned (See Appendix A-ASD admission procedures for further details)
- (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 the school wishing to including a selection criteria based on 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.

8. Decisions on applications

All decisions on applications for admission to Assumption Junior School 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 application form received during the period specified in our annual admission notice for receiving applications

- Our ASD admission procedures (Appendix A) in the case of applications for admission to our ASD classes

(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 Assumption Junior School, 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 Assumption Junior 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 Assumption Junior 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 Assumption Junior School 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.

Applicants 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. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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:

Applications for entry at the start of the school year to classes other than Junior Infants may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application. Places are allocated on a first-come, first-served basis; this means that as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class.

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

The board of Assumption Junior 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 have 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), 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.

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)

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.

19. School Capacity

In setting school capacity, the Board of Management of Assumption Junior School is cognisant of the pupil-teacher ratio from September 2023 (23:1) and of balancing this with the local demand for school places.

Maximum class capacity thresholds apply at individual class levels, as follows:

- Junior and Senior Infants: 25:1

- First and Second Classes: 30:1

If classes reach capacity after the initial enrolment period as set out in the Annual Admissions Notice has passed, a waiting list will be operated for all applications. Names will be placed on the waiting list for individual year groups in order of the date and time the application was received.

Class capacity may go above these thresholds if a situation arises where, for example, 5 Junior Infant classes go into 4 Senior Infant classes the following year. No child already enrolled in Junior Infants will be refused a place in Senior Infants; however, if capacity goes above 25:1 as a result, no pupils on the Senior Infant waiting list will be offered places that year.

Our ASD classes have their pupil-teacher ratio of #6:1 set by the Department of Education and Skills.

School capacity will be reviewed as and when changes are made by Government to the pupil-teacher ratio.

Appendix A: Procedures for admission of pupils to the EI ASD Class

Assumption Junior School operates one Early Intervention ASD class. This class caters for girls and boys aged 3 to 5 years. Each child may spend up to two years in the Early Intervention Class provided they fulfil the age criteria as outlined below. Following early intervention, pupils may transfer to our mainstream Junior Infants class if their parents believe this to be the appropriate setting for them or to our school age ASD class if a space is available and they fulfil the enrolment criteria in Appendix B.

Application Procedure and Criteria for Admission:

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. Admission will only be considered if the following criteria are fulfilled:

- The child must be 3 years of age before the first day of the proposed year of school entry
- The child will not turn 6 years of age before the end of their second year in the EI ASD class
- The application form is completed in full before being returned to the school for processing
- The application must include a recent psychological assessment report that states that the child has been diagnosed with ASD
- Parents/Guardians must sign on the admission application form that they have received and read the school's Code of Behaviour and that they and their child will adhere to the code

Having Fulfilled the above criteria, children may be offered places in the EI ASD class based on the following criteria, in order or priority:

Criteria

1. Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Walkinstown (the eldest child will have priority in this ranking)
2. Children who are siblings of pupils of Assumption Senior Girls' School and Drimnagh Castle Primary School (the eldest child will have priority in this ranking)
3. Children of staff (the eldest child will have priority in this ranking)
4. Children residing outside the parish of Walkinstown (the eldest child will have priority in this ranking)

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

If the school does not receive all required documentation with the Admission Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.

All decisions on applications for admission to Assumption Junior School 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 application form received during the period specified in our annual admission notice for receiving applications
- Our ASD admission procedures (Appendix A and Appendix B) in the case of applications for admission to our ASD classes

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](#) of Admission Policy for further details).

Length of the School Day:

Due to the age of the children and health and safety concerns around traffic in the school grounds, the school day for pupils in the ASD Early Intervention classes will begin at 9.15am. This is to facilitate the opening of the Junior School at 8.50am and the Senior Girls' School at

9am. This opening time will allow school transport scheme taxis/busses to enter the school grounds safely. The school day will end at 1pm, also allowing the safe passage of vehicles through the school grounds.

As the ASD Early Intervention Class will cater for children from 3 years of age, the school, in consultation with parents, may reduce the length of the school day for pupils who are unable to manage a full day.

Appendix B: Procedures for admission of pupils to the Junior School Age ASD Class

Assumption Junior School operates one Junior School ASD class. This class caters for girls and boys aged 4 to 8 years.

Application Procedure and Criteria for Admission:

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. Admission will only be considered if the following criteria are fulfilled:

- The child must be 4 years of age before the first day of the proposed year of school entry
- The child will not turn 9 years of age before the end of their final school year in the ASD class
- The application form is completed in full before being returned to the school for processing
- The application must include a recent psychological assessment report that states that the child has been diagnosed with ASD and that placement in an ASD class is recommended
- Parents/Guardians must sign on the admission application form that they have received and read the school's Code of Behaviour and that they and their child will adhere to the code

Having Fulfilled the above criteria, children may be offered places in the Junior School Age ASD class based on the following criteria, in order or priority:

Criteria

1. Children transferring from the school's Early Intervention ASD Class (the eldest child will have priority in this ranking)
2. Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Walkinstown (the eldest child will have priority in this ranking)
3. Children who are siblings of pupils of Assumption Senior Girls' School and Drimnagh Castle Primary School (the eldest child will have priority in this ranking)
4. Children of staff (the eldest child will have priority in this ranking)
5. Children residing outside the parish of Walkinstown (the eldest child will have priority in this ranking)

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

If the school does not receive all required documentation with the Admission Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.

All decisions on applications for admission to Assumption Junior School 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 application form received during the period specified in our annual admission notice for receiving applications
- Our ASD admission procedures (Appendix A & Appendix B) in the case of applications for admission to our ASD classes

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](#) of Admission Policy for further details).

July Education Programme (July Provision)

The school is under no obligation to offer the July Education Programme, commonly referred to as July Provision. If there is sufficient interest from staff in running the programme in any particular year, Board of Management permission must be sought by the staff members in advance of any arrangements being made. Where school-based provision is not feasible, 40 hours home-based provision may be grant aided by the Department of Education and Skills. It is the responsibility of the child's parent(s)/guardian(s) to source information and apply for Home-Based July Provision. Further information may be found on the Department of Education and Skills website at www.education.ie.

Ratified by BOM: 28/06/2023.

Approved by Patron: 16/06/2023.

Chairperson: *Maura Seveaney*