

Admission Policy of Bayside SNS

School Address:Verbena Avenue, Bayside, Sutton, Dublin 13. D13EK83

Roll number:19533Q

School Patron: 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 approved by the school patron on 31st January 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 Bayside SNS 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

Bayside SNS is a Catholic co-educational primary school with a Catholic ethos under the patronage of His Grace Diarmuid Martin, Catholic 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 Bayside SNS 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.

The ethos of our school reflects the living Faith of pupils and staff and is characterised by a caring interactive relationship between teachers and pupils.

The Catholic ethos permeates the school day.

Religious Education is a core subject on the school curriculum and an integral part of the school, and students encounter our Gospel Values during R.E. classes.

Prayer and sacramental experience play an important role in our school. We celebrate together to mark key occasions throughout the year.

The celebration of Mass is an important part of our school year and we bring pupils to celebrate Mass as part of sacramental preparation and also to mark special occasions and at other times as deemed appropriate.

Sacred spaces in the school are decorated according to the liturgical seasons and to celebrate times of special religious significance.

Copies of the bible are available to students for class use as well as to take home.

Charity work is an integral part of how we as a school foster a sense of care, compassion and community which characterised Jesus' life. An awareness of social issues and action for social justice is at the forefront of our response to our ethos. We have associations with charities such as St. Vincent de Paul, Trócaire, Chernobyl Children's project, as well as other local charities. Through working with and experiencing the work of these various charities, students are encouraged and challenged to become agents of social change.

Catholic Schools Week is celebrated each year in our school and is a time of special importance in our school calendar.

Our aim is to continue to foster the intellectual, social, emotional and spiritual growth of all the children.

Our approach is holistic, offering a wide variety of learning opportunities and emphasising the interconnectedness of knowledge.

Our school takes account of individual difference and the diversity of children's circumstances and experiences.

We welcome the involvement of parents through the Parents Association of Bayside Schools (PABS) in a climate of openness and trust.

We aspire to keeping our school a vibrant part of Bayside Community.

Our hope is that at the end of four years the pupils will have reached a stage in their academic attainment and social, emotional and spiritual growth to make an enthusiastic and smooth transition to second level education.

3. Admission Statement

Bayside SNS 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.

Bayside SNS will cooperate with the National Council for Special Education (NCSE) 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.

Bayside SNS 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.

Bayside SNS 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.

4. Categories of Special Educational Needs catered for in the school

When making an enrolment application for a child with special needs, parents will be required to provide an up-to-date medical and / or psychological and / or other relevant report to establish the educational and training needs of the child and to profile the support services required to meet those needs. Parents will be given as much support and guidance as possible, with how they can access reports or medical evidence relevant to their application.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills.

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

Bayside SNS is a Catholic school and may refuse to admit as a student a person who is not of Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Bayside SNS Selection Criteria

- Children from 2nd class of Scoil Mhuire agus Iosef, Sóisear.
- Siblings and stepsiblings of children already enrolled in the school and children resident in the parish* (the eldest child will have priority in this ranking).
- Children of current staff, including ancillary staff (the eldest child will have priority in this ranking).
- Children of past pupils of the school (this criteria will only be applied to a maximum of 25% of the available spaces as set out in the Annual Admission's Notice.
- Children who reside outside the catchment area of Bayside parish (the eldest child will also have priority).

*the catchment area is defined as the parish of Bayside as set out by the Archdiocese of Dublin. Proper documentation as determined by the Board of Management will have to be provided to prove residency status in the parish area.

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:

At the end of each of the above criteria, if the number of applicants is greater than the number of places remaining, then a lottery draw will apply to establish the order of applicants on the waiting list.
This lottery draw will be independently witnessed and verified.
Please note that multiple applications from siblings for enrolment will be treated as a single application, although all names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.
In the case of two applicants in the same criteria with the same date of birth, there will be a draw by an independent person.
When all places are filled, names of applicants will continue to be drawn to establish the order of applicants on the waiting list.

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;
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 Bayside SNS 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 Bayside SNS, 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 Bayside SNS 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.

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 Bayside SNS 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 Bayside SNS 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.

The waiting list is valid only for the school year in which the application is made and is terminated at the end of the relevant school year and cannot be carried forward.

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 a 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:

Bayside SNS will make every reasonable effort to facilitate a student seeking a transfer to our school.

The Board of Management will decide on applications for admission to any year other than Third Class by applying the following criteria:

- A transfer is in agreement with School Admission Policy
- All relevant information from the former school has been made available.
- A transfer is of educational benefit to the student.
- A transfer is in the best interest of the student.
- A transfer is in the best interest of the school.
- Availability of accommodation in the relevant class.

Where a student is considered for a place, the decision will be taken by the Board of Management in consultation with the student's parents/guardians, his former school and, if necessary, the Education Welfare Officer. In some instances, it may be possible to offer a place immediately. In other cases, entry may be offered from the beginning of the next term or academic year.

Applicants must complete the Application Form, giving all the details required. Failure to complete any of the necessary documentation required on the Application Form within a reasonable timeframe, or to supply any other relevant documentation required by the school will result in an applicant being refused admission to the school.

The school will respond to each application within 21 school days of receiving it but may not be in a position to make a decision on some applications until later in the school year.

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

The Board of Bayside SNS 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) 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, or in the case of a student who has reached the age of 18 years, 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.

This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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)

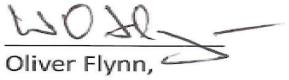
This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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) **This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.**

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.

SIGNED:



Oliver Flynn,
Chairman, Board of Management

13th December 2022

SIGNED:



13th December 2022

Principal