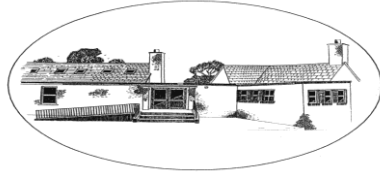


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## Admissions Policy

### 1. Introduction

**1.1** This Admissions Policy (the '**Policy**') for Saint Michael's N.S.(the '**School**') has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admission to Schools) Act 2018, directives of the School's Patron and following consultation with the School community.

**1.2** In this Policy, any reference to parents is to be taken as including reference to guardians, any reference to child is to be taken to include a child who has been adopted or fostered, any reference to siblings is to be taken as including reference to step siblings and foster siblings.

### 2. General Information

**2.1** While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management (the '**Board**') reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

**2.2** In determining the level of admissions, the Board shall take account of Department of Education & Skills ('**DES**') regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, it shall also have regard to issues such as physical space, multi-grade classes, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.

### 3. Ethos of Saint Michael's N.S.

**3.1** Saint Michael's N.S. is a co-educational National School under the patronage of the Church of Ireland (Anglican Bishop of the United Dioceses of Limerick & Killaloe), the present Patron being the Right Reverend Doctor Kenneth Kearon. In line with DES advice in **Rules for National Schools**, that "... a religious spirit should inform and vivify the whole work of the school ...". The Board of Management of Saint Michael's N.S. and the staff seek to promote the development of honesty, truthfulness, courtesy, punctuality and responsibility in each individual pupil attending the school. A proper regard for the rights and views of others is encouraged. A caring and tolerant attitude to other people and to the environment is nurtured.

It is expected that pupils extend these values and attitudes in their dealings with other children in the school, with members of school staff, with parents, friends and others who may have occasion to visit the school.

It is the formal policy of the school to foster these attitudes both by explicit teaching in the classroom and in the informal life of the school. Pupils are encouraged to see themselves as members of a community where all are entitled to live irrespective of, gender, age, socio-economic background, religion, and ability or family circumstances. It is advocated that Senior pupils adopt a caring and responsible attitude to the Junior pupils. The ethos is also fostered through regular assemblies and at the end of each term, is marked by a service to which all parents and friends are invited.

One of the primary functions of the Board of Management is to foster and uphold the characteristic spirit or ethos of the school as a Church of Ireland primary school. Determining the admission of children to the school is an essential aspect of the discharging of this function of the Board.

N.B. This school is under the patronage of the Church of Ireland. In accordance with the Department of Education & Science's advice that "a religious spirit should inform and vivify the whole work of the school ... ", the Board of Management and the staff seek to create a Christian ethos and spirit within the school. Children are expected to take part in the whole life of the school.

It is our practice to include all children in every aspect of our schools' activities and areas of life within the school as part of the ethos. Unfortunately, we are not in a position due to resources/funding to facilitate parents of children who wish to opt out of any school activities.

#### **4. Notification of Intention to Apply**

**4.1** Those intending to apply for enrolment of a student in the School (the "**Intending Applicant**") should complete the Intention to Apply Form on the school website. Submission of the Intention to Apply Form does not offer any priority whatsoever to the Intending Applicant nor does it in any way guarantee a place for him/her either for the term and year requested nor for any other term or year.

#### **5. Applications for Admissions**

**5.1** All applications for a place in the School shall be reviewed by the Principal and Chairperson of the Board of Management. 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. This will normally take place from the 25th January - 8th February of each calendar year. The dates of the Admissions Application Period will be clearly outlined on the school website.

**5.3** Applicants will be emailed an Application Pack. This will include the following

- A link to complete the Application Form
- A link to the Data Protection statement
- Admissions Policy which includes the Ethos Statement
- Religious Affirmation Statement
- Code of Behaviour

**5.4** The School will not accept applications in advance the Admissions Application Period.

**5.5** The strict deadline for receipt of fully completed Applications will be the 8th of February.

**5.6** 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.

**5.7** An Application Form must be accompanied by:

(i) A birth certificate for the student in respect to whom the application has been made (the "**Applicant Student**")

(ii) Proof of address in the form of a utility bill (gas, electricity, fixed landline, refuse collection) in the Applicant's name (or in one of the Applicant's names where there is more than one Applicant), which must be dated no later than three months prior to the closing date

(iii) Statement confirming that the Applicant Student is a member of a minority religion, where applicable. This will be included with the Application Pack.

(iv) Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable.

**5.8** 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.

**5.9** 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.

**5.10** 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.

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

**5.12** Applicant Students, in respect of whom applications are made for **Older Classes** will be placed in the relevant class using a similar formula.

**5.13** Application Forms in respect of whom applications are made for **Older Classes** must also be accompanied by the Applicant Students most recent school report and contact details of the school principal.

## **6. Consideration of the Applications**

**6.1** The Board having considered the applications will issue its decisions in writing

within 21 days of the closing date.

**6.2** Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.

**6.3** Applicants who have been offered a place must inform the School, by completing and returning a Admissions Acceptance Form within fourteen calendar days of being offered a place. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.

**6.4** Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.

**6.5** The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patron requirements, changes in legislation etc.

## **7. Priority**

**7.1** Saint Michael's National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (d) as follows:

**(a) 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 boundaries Limerick City Parish. In the event of oversubscription of Applicant Students within Priority Category 1, priority will be given to siblings of existing pupils of the school.

**(b) 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, outside the boundaries of Limerick City Parish (*As defined in Section 7(A) (2) of the Equal Status Act*) and children of all school staff. In the event of oversubscription of Applicant Students within Priority Category 2, priority will be given to siblings of existing pupils of the school.

**(c) Priority Category 3:** An Applicant Student who lives within a one-mile radius of the School and who complies with the terms of this Policy. In the event of oversubscription of Applicant Students within Priority Category 3, priority will be given to siblings of existing pupils of the school.

**(d) Priority Category 4:** All other Applicant Students who comply with the terms of this Policy. In the event of oversubscription of Applicant Students within Priority Category 4, priority will be given to siblings of existing pupils of the school.

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.

(i) a statement from the Applicant confirming that the Applicant Student is a member of a minority religion and 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**

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

- a letter from the relevant religious leader confirming, that the Applicant Student is a member of the minority religion or
- the signature and stamp of the relevant Church leader confirming, that the Applicant Student is a member of the minority religion or
- 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.

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. The lottery will take place in the presence of an independent witness appointed by the Board. Applicants from the relevant priority category will be invited to attend a lottery in the school on a given day as witnesses.

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 as outlined above.

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.

## **8. Refusal to Enrol**

**8.1** The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.

**8.2** In exceptional circumstances, the School reserves the right to refuse enrolment where:

i) The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide

the Applicant Student with an appropriate education;

ii) The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.

**8.3** Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

## **9. Appeals Procedure**

**9.1** Applicants who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be downloaded from [www.education.ie](http://www.education.ie). This appeal must be submitted to the DES within 42 days of receipt of the decision of the Board to refuse enrolment.

## **10. Ratification and Review**

**10.1** This Policy was ratified by the Board on the 15th January 2019 and follows guidelines issued by the Patron in respect of admissions.

**10.2** This Enrolment Policy will be regularly annually by the Board.

Signed: *Niall Sloane*

The Very Rev'd Niall J. Sloane  
Chairperson of the Board of Management

Date: *1<sup>st</sup> February, 2019*