

ST PATRICK'S SCHOOL DALKEY

ADMISSIONS POLICY

St Patrick's National School, Dalkey is a Church of Ireland school with the Archbishop of Dublin as its patron. In accordance with the Education Act, the Board of Management has a responsibility to uphold the characteristic spirit and traditions of the school.

1. Those intending to apply for enrolment in St Patrick's National School should contact the school and request a copy of the Notification of Intention to Apply Form. If the intention is to enrol a child in less than 21 days, then an Application Form may be requested, but noting what follows.
2. Those who have returned a Notification of Intention to Apply Form will be sent an Application Form on 7th January in the year of enrolment in the school.
3. All applications for places in the school shall be submitted on the approved Application Form to the school Principal. An Ethos statement will be furnished to each applicant with a copy of the Application Form at the appropriate time, in advance of the designated day (between 22nd-29th January) for consideration of applications for the following school year.
4. The closing date for return of such completed Application Forms is 21st January.
5. Only those forms that have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management. A maximum of 14 Junior Infants will be admitted each year.
6. Completion of the form does not guarantee a place at the school.
7. Early completion of the Form is not a factor in the allocation of places at the school.
8. All applicants for junior infants must have attained their 4th birthday by 1st September in the year of admission.
9. The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of completed Application Forms.
10. The Board of Management will, in the light of sections 6(e) 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:
 - The number of spaces available in the school which in turn involves but is not limited to the number of pupils expected to leave school,

the size of all classrooms, the deployment of teachers and the resources of the school.

- The religious denomination of the child.
- The place of residence of the child.

11. Siblings of pupils already in the school are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to siblings already enrolled in the school who belong in that category only.

12. Catchment is defined by parish boundaries.

13. Waiting lists do not carry forward to subsequent years where a child has not been allocated a place.

14. The Board of Management may seek further clarification from applicants before making a decision.

15. All applicants should be informed, in writing, of the Board's decision within 21 days.

16. A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.

17. Unsuccessful applicants may also appeal the decision of the Board under Section 29(1)(C) of the Education Act 1998.

18. St Patrick's National School is a Church of Ireland school. Priority for places is therefore given in the following order:

- a) Church of Ireland parishioners of St Patrick's Church, Dalkey and Christ Church, Dun Laoghaire¹;
- b) Church of Ireland parishioners of other parishes not living within the parish boundaries of Dalkey and Dun Laoghaire².
- c) Children who are members of Protestant, Reformed, Old Catholic, Mar Thoma, Eastern Orthodox or Oriental Orthodox Churches and are living within the Parishes listed at (a) above.
- d) Children having one Church of Ireland parent/guardian but not coming within any of the above categories.

¹ This is proved by meeting the following requirements: the family name being on the parish register, the signature of the Incumbent on the application form and the provision of a baptismal certificate.

² This is proved by meeting the following requirements: the family name being on the relevant parish register, the signature of an Incumbent on the application form and the provision of a baptismal certificate.

- e) Children who are members of Churches which are involved in the Irish Inter-Church Meeting, i.e. Roman Catholic and children of other Christian denominations.
- f) Children of other faiths and none.

Where oversubscription occurs in any category above, siblings within such category will be given priority, but, in any event, places in this category will be allocated using a lottery system. (Application Forms will be placed face-down and randomly selected). Those children in this category that are not successful in achieving a place will have their names placed on a waiting list in the order in which such names were drawn. Applicants will be informed of their place on the waiting list as it applies in their particular category.

The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.

Dance Morgan
23/9/13

Philly Satter
23/9/13

Signed: Bonnie Mayo
(Chairperson of Board of Management)

Signed: Philip J. Feltz
(Principal)

Date: 15/06/15

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Date of next review: 2017