



Saint John Bosco Senior Boys' School,

Navan Road,
Dublin 7.

St John Bosco's Senior Boys School (Roll no 17912O) Admissions policy

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 will have consulted with school staff, the school patron and with parents of children attending the school.

The policy is being sent for approval and feedback by the school patron on April 30th 2020. It will be 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 **St John Bosco's Senior Boys School (Roll no 17912O)** admission process are set out in the school's annual admission notice which will be 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 will be published on the school's website and will be made available in hardcopy on request to any person who requests it.

This policy has been approved by the Patron Wednesday, 2nd of December, 2020.

2. Characteristic spirit and general objectives of the school

St John Bosco's Senior Boys School (Roll no 179120) is a Catholic all boys primary school with a Catholic ethos under the patronage of Archbishop Dermot Farrell.

“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 **St John Bosco's Senior Boys School (Roll no 179120)** 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.

3. Admission Statement

St John Bosco's Senior Boys School (Roll no 17912O) 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.

Nb SJBSBS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St John Bosco's Senior Boys School (Roll no 17912O) is a school whose objective is to provide education in an environment which promotes Catholic values and does not discriminate where it refuses to admit as a student a person who is not of Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

St John Bosco's Senior Boys School (Roll no 179120) 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. **St John Bosco's Senior Boys School (Roll no 179120)** 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.

School with a special education class

St John Bosco's Senior Boys School (Roll no 179120) is a school which has established a class, 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.

4. Categories of Special Educational Needs catered for in the school/special class Mainstream school with SEN class attached

St John Bosco's Senior Boys School (Roll no 179120) with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a primary diagnosis of Autism Spectrum Disorder without significant intellectual impairment made using the DSM-V or ICD 10 by a psychologist or a member of the Multi-Disciplinary Team. If the child also presents with a general learning disability, it must fall within the mild range (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.

There must be a recommendation by a member of the Multi-Disciplinary Team in the report that a special class placement in a mainstream school is both necessary and suitable for the child.

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

St John Bosco's Senior Boys School (Roll no 179120) is a Catholic School and may refuse to admit as a student a person who is not of Catholic/Christian denomination where it is proved that the refusal is essential to maintain the ethos of the school.

School with a special education class

The special class attached to **St John Bosco's Senior Boys School (Roll no 179120)** provides an education exclusively for students with autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria and the school may refuse admission to this class, 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:

Admission of all children who have completed their Junior school education and are therefore eligible for second class and who live in the parish of Our Lady Help of Christians.

In the event that the number of applicants seeking enrolment exceeds the number of places available, the following decision making process will apply:
places will be allocated in sequential order according to points a,b,c and d below;

If the number of applicants within any group exceeds the number of places available, places will be allocated according to chronological age, i.e. older children in each group will have precedence over younger children.

The recommended criteria that will apply for the majority of schools in Oversubscription, will be as follows:

- a) Children of junior schools (St John Bosco's Junior Boys school Roll no. 18632N)
- b) Siblings and stepsiblings of children already enrolled in the school and **children resident in the Parish of Our Lady Help of Christians** (the eldest child will have priority in this ranking)
- c) Children of staff (the eldest child will have priority in this ranking).
- d) Children residing outside the parish (the eldest child will also have priority).

NB The recommended criteria that will apply for our **Special Class** in Oversubscription, will be as follows:

Special Class

- a) Children currently enrolled in the school.
- b) Siblings and stepsiblings of children already enrolled in the school and **children resident in the Parish of Our Lady Help of Christians** (the eldest child will have priority in this ranking).
- c) Children of staff (the eldest child will have priority in this ranking).
- d) Children residing outside the parish (the eldest child will also have priority).

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

All children are welcomed and educated according to the requirement of our curriculum for Primary Schools.

Our Code of Behaviour dictates that each pupil observes the Rules of the school.

The Principal has authority to ensure that good behaviour and discipline is maintained. He/she is also delegated to sanction children who consistently infringe the Behaviour Code of the school.

This latter infringement may mean suspension of a child from class for one to three days. Serious infringements or grave misdemeanours by any child must be referred to the Board of Management. If a decision of expulsion is made by the Board of Management notification of such must be sent to the Education Welfare Officer and parents must be informed and likewise, they must be informed of their right to appeal (Section 29 Education Act 1998)

Special Educational Needs:

If parents/guardians make an application for a child with Special Needs they must provide a medical and/or psychological report. A conference of parent/s, class teacher, Principal and Resource Teacher would be recommended so that, for example, appropriate resource hours or Special Needs Assistant hours would be provided by the Department of Education and Science.

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 family attending or having previously attended the school;(other than stated above in Section 5 parts b and c)
- (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 **St John Bosco's Senior Boys School (Roll no 179120)** 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 17 below for further details).

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

In accepting an offer of admission from **St John Bosco's Senior Boys School (Roll no 179120)**, 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 **St John Bosco's Senior Boys School (Roll no 179120)** 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 9 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 SJBSBS. 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 **St John Bosco's Senior Boys School (Roll no 179120)** 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.

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.

Parents will be notified accordingly if there is no place to offer their child.

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, providing the class are not oversubscribed:

1. Siblings – whose brothers or sisters are already in the school campus and who fulfil age requirement.

2. Preference is given to children living in the catchment area being of a suitable age for that year group.
3. All children of other faiths or of none who apply and who live in the parish and fulfil age requirement, provided that 1 and 2 have been accommodated.

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 above.

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

The board of **St John Bosco's Senior Boys School (Roll no 179120)** or any persons acting on its behalf will not charge fees for or seek payment 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

Parents have the right to have their children excluded from Catholic instruction if they so wish.

A written request should be made to the Principal of the School. A meeting will 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.

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 parents/guardians 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 parents/guardians of 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 parents/guardians of 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.

SIGNED: Mr. James O'Connell
(Chairperson, Bord of management)

DATE: 01/12/2020

SIGNED: Mr. Emmanuel Bourke
(Principal)

DATE: 01/12/2020

Date of next review: 01/12/2023