



St Andrew's National School  
Malahide  
Co Dublin  
Tel 8450185  
Email: standrewsschoolmalahide@eircom.net

## Admission Policy

### St. Andrew's National School

St. Andrew's National School is a Church of Ireland Primary School under the patronage of the Church of Ireland Archbishop of Dublin.

The school operates within the requirements of the *Education Act 1998*, the *Education (Welfare) Act 2000*, the *Equal Status Act 2000* and the *Data Protection Act 2003* and complies with the regulations of the Department of Education and Skills. The school is grant aided by the Department of Education and Skills but also depends on voluntary local financial contributions from the parent body and the financial support of the Parents' Association. School policy must have regard to resources and funding made available by the Department of Education and Skills.

Within the context and the parameters of Department regulations and programmes, the rights of the Patron as set out in the *Education Act 1998* and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with special needs.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment having regard to the characteristic spirit of the school.
- Respect for the diversity of values, beliefs, traditions, language and culture as reflected in contemporary society.

## **Application Procedure**

All applications for places in the school shall be submitted using an 'Intention to Enrol Form'. These forms will be kept on file until the October preceding the proposed entry to the school. Formal Enrolment Forms will be issued between 1<sup>st</sup> October and 28<sup>th</sup> February. These forms will be emailed to those who have filled in an Intention to Enrol Form and they will also be available in the school office. The Board of Management will meet in February or March to consider all applications.

Applications for classes, other than Junior Infants, should be made on the Formal Application Form.

Only such forms which have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management.

Completion of such forms does not guarantee a place in the school.

## **Entry to Junior Infants**

All applicants for Junior Infants must have attained their fourth birthday before 1<sup>st</sup> September, in the year of admission. In the event of there being too many eligible applicants the Board of Management will allocate places on an age basis.

In each year the number of places to be offered in the Junior Infant class will be determined by the Board of Management having regard to the following factors:

- The number of available spaces in the school
- The number of pupils expected to leave the school
- The deployment of teachers
- The resources of the school
- The approved average class size

The intake for Junior Infants for September 2018 will be limited to 28 children.

All other classes will be limited to 28 children. Should a child leave any of the classes, the places will not be offered should there be 28 or more children in the class.

Places will then be offered by the Board of Management. The following priority if followed in order:-

1. Siblings of children attending, or who have attended, the school and children of serving staff members.
2. Church of Ireland children who are resident in the United Parishes of Malahide, Portmarnock and St.Doulagh's.\*
3. Accustomed members of the United Parishes of Malahide, Portmarnock and St.Doulagh's as defined in Chapter 3 of the Constitution of the Church of Ireland.\*\*

4. Members of the Methodist Church, who are resident in the United Parishes.
5. Members of the Presbyterian Church in Ireland who are resident in the United Parishes.
6. Children of inter-church marriages involving one parent who is a member of the Church of Ireland and who fulfils the qualifications in sections (2) or (3) above.
7. Children who are members of minority Christian Churches, who are resident in the United Parishes.
8. And others, who are resident in the United Parishes.

If any of the categories 1-8 above are oversubscribed, places will be allocated on an age basis. A waiting list may be drawn up at the discretion of the Board of Management.

The waiting list will be formed in order of category and on an age basis in each category.

In relation to residence, in sections 2 and 4-8 above, the following guideline is followed:

The boundaries of the Church of Ireland United Parishes of Malahide, Portmarnock and St.Doulagh's except where St. Andrew's N.S. is the nearest school by road under Protestant Management.

\*Information on the boundaries of the Church of Ireland United Parishes of Malahide, Portmarnock and St.Doulagh's is available in the school office.

\*\*Accustomed members are those who worship in St.Andrew's Church but reside in another parish.

(Members of the Churches of the Porvoo Communion (Evangelical Lutheran Churches of Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden), the Old Catholic Churches and the Mar Thoma Churches are in full communion with the Church of Ireland, and are therefore regarded as members of the Church of Ireland when resident in Ireland.)

### **Admission to Other Classes**

Applications for admissions to classes other than Junior Infants will be considered by the Board of Management in accordance with the priorities set out in relation to admission to the Junior Infants Class.

Pupils who wish to transfer from another school in the locality are not allocated places at the school unless there are special circumstances and spaces available.

Applications for transfers during the school year will only be considered:-

- because of the change in the ordinary residence of the child
- with the consent of the Minister for Education

- subject to school policy
- subject to available space

In the event of transfer, information concerning the pupil's attendance, progress, the most recent school report and any relevant reports must be communicated. The Board of Management may contact the child's previous school in this regard.

When a child transfers out of St. Andrew's N.S. their place will not be kept open for them. The one exception to this will be if a child transfers to a reading class in another school to complete one or more academic years.

### **Relevant Documents**

The following documents must be submitting along with the application form:

- Birth certificate
- Baptismal certificate (if your child was baptised) or a letter from the Minister of your church congregation
- 2 recent utility bills
- School reports (if transferring from another school)

### **Grievance and Appeals**

Any grievance in relation to the admission of a child to the school should be made in writing to the Board of Management within 14 days of the receipt of the decision giving rise thereto.

A statutory right of appeal against a refusal to enrol a student exists under section 29 of the Education Act 1998. This appeal should be made to the Secretary General of the Department of Education and Skills.

Ratified by the Board of Management in May 2014

Revised and updated by the Board of Management in September 2107