



*St. Peter's National School  
Drogheda*



Principal:  
*Ms. Geraldine McKenna*

## **St. Peter's National School Bolton Street, Drogheda.**

**Roll Number: 11072M**

### **School Admissions Policy 2023**

**Name of School:** St. Peter's National School, Bolton Street, Drogheda, Co. Louth. A92 H425

**Roll Number:** 11072M

**School Patron:** Church of Ireland Archbishop of Armagh.

#### **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 16<sup>th</sup> January 2023. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

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.

The relevant dates and timelines for St. Peter's National School's 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.

## **2. Characteristic Spirit and General Objectives of the School**

St. Peter's National School is a co-education primary school under Church of Ireland management. The Archbishop of Armagh is the school's Patron. The school endeavors to promote the moral, spiritual, emotional, intellectual, physical and social development of all the pupils in its care. The school reflects the ethos of the Church of Ireland and values of honesty, charity, kindness, patience and personal responsibility are encouraged. Equally, it encourages and practices respect for the traditions and teachings of other churches and spiritual communities. The constitutional right of parents to withdraw their child from Religious Education is acknowledged. However, the attention of parents is drawn to the fact that due to accommodation constraints and the limited availability of staff, a child who is withdrawn from R.E. may have to remain in the classroom for the duration of the lesson.

Children of other faiths and none are welcomed and affirmed. St. Peter's National School is a community where all pupils are equally valued and respected –irrespective of gender, sexual orientation, social or ethnic background, family circumstances, educational achievement, physical characteristics or intellectual capacity.

St. Peter's National School is a community where the traditions and teaching of the Church of Ireland inform the position taken in regard to moral issues which arise in the teaching of secular subjects.

The work of the school is conducted in an atmosphere of inclusion, tolerance and respect for religious differences. The Admissions Policy of the school allows those of other faiths or none to enrol as pupils. St. Peter's National School values and recognises the contribution that pupils of different faiths bring to the life of the school.

St. Peter's National School is a part of the local church community and has strong links with the Parish. Pupils take part in services in the local church (eg. Advent, Easter etc.). Special events take place in the school to mark religious festivals and celebrations e.g. Christmas, Easter etc. The Rector and Curates visit the school and take part in Assembly on a regular basis.

Time spent teaching Religious Education is per Department of Education guidelines. All pupils generally take part in Religious Education lessons. The 'Follow Me' programme (developed by the Church of Ireland, Methodist and Presbyterian Boards of Education) is in use throughout all classes.

In St. Peter's National School, we pride ourselves on being a happy place, where pupils enjoy coming every morning. Each child is valued for their own unique contribution and effort, and our long tradition of providing the widest range of opportunities for each child.

Whilst recognizing the rights of parents to enroll 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 of students. In determining the level of admissions, the Board shall take account of Department of Education regulations/circulars in relation to staffing, class size; it shall also have regard to issues such as physical space, the number of pupils expected to leave the school and the resources of the school.

### **3. Admission Statement**

St. Peter's National School will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil\*\* or the applicant in respect of the pupil concerned.
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil 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.

\*\* St. Peter's National School 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 a member of the Church of Ireland and it is proved that the refusal is essential to maintain the ethos of the school.

St. Peter's National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

St. Peter's National School 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. Peter's National School 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.”

#### **4. Admission of Pupils**

This school shall admit each pupil seeking admission except where –

- a) the school is oversubscribed (please see [Section 6](#) below for further details)
- b) a parent of a pupil, 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 pupil.

St. Peter's National School is a Church of Ireland school and may refuse to admit as a pupil a person who is not a member of the Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school.

#### **5. Notification of Intention to Apply Form**

Those intending to apply for enrolment of a pupil in the school, the intending applicant should contact the school and request a Notification Intention to Apply Form. Submission of the Notification of 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.

Those who have returned a Notification of Intention to Apply Form will be sent an Application Pack in the proposed year of proposed enrolment in 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:

**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<sup>1</sup> and who lives within the boundaries of Drogheda, Ardee and Collon Union and Kilsaran Union of Parishes and Julianstown Union of Parishes.

**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<sup>2</sup> and who lives in surrounding areas of the school where such parishes have no Church of Ireland/Protestant School of their own.

**Priority Category 3:** An Applicant Student who is a child of a current school staffmember.

**Priority Category 4:** An Applicant Student who is a sibling of pupil/pupils currently enrolled in the school and who does not fall into Categories 1 – 3 above.

**Priority Category 5:** All other Applicant Students who comply with the terms of this Policy and who live within the Drogheda A92 Postcode area.

**Priority Category 6:** Any other Applicant Student who does not fall into any of the previous categories.

In respect of Priority Category 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:

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

- 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 on the

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<sup>1</sup> As defined in Section 7 (A) (2) of the Equal Status Act

<sup>2</sup> As defined in Section 7 (A) (2) of the Equal Status Act

application form 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 1, 2 and 3 above, 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”).

If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled.

If during this selection process, two or more applicants have the same date of birth, the school will apply a random selection process to these applicants only, in order to establish to whom places in that category will be offered.

\*\*In the event that twins are tied for the last available school place, on grounds of a shared date of birth, both will be admitted by way of exception.

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 of age from oldest to youngest applicant. Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category.

## **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 pupil on a waiting list for admission to the school:

- a. a pupil’s prior attendance at a pre-school or pre-school service,
- b. the payment of fees or contributions (howsoever described) to the school;
- c. a pupil’s academic ability, skills or aptitude;
- d. the occupation, financial status, academic ability, skills or aptitude of a pupil’s parents;
- e. a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- f. 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. Peter's National School will be based on the following:

- Our school's Admissions Policy
- The school's annual admission notice
- 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 13](#) below in relation to applications received outside of the admissions period and [Section 14](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school Admissions 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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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 16](#) below for further details).

## **10 Acceptance of an Offer of a Place by an Applicant**

In accepting an offer of admission from St. Peter's National School, you must complete and return the admissions acceptance form within 7 calendar days or date as specified on the Annual Admission Notice of being offered a place. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.

## **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. Peter's National School 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 pupil, 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 pupil; or
- (iv) an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [Section 10](#) above.

## **12 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 pupils whose applications for admission to St. Peter’s National School 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. Peter’s National School is in the order of priority assigned to the pupils’ applications after the school has applied the selection criteria in accordance with this admission policy.

Applicant pupils 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

## **13 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.

Applicant pupils will be offered a place if a place is available. In the event that there is no place available, the name of the applicant pupil will be added to the waiting list in accordance with [Section 12](#) of this policy.

## **14 Procedures for Admission of Pupils to Other Years and During the School Year**

The procedures of the school in relation to the admission of pupils who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applicants will be notified of the decision in respect of their application no later than four weeks after the date on which the school received the application. Applicant pupils will be offered a place in the relevant class if a place is available.

In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in [Section 6](#) of this policy to those applications. In the event that there is no place available, the name of the applicant pupil will be added to the waiting list in accordance with [Section 12](#) of this policy.

The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Late applicants will be notified of the decision in respect of their application no later than four weeks after the date on which the school received the application. Applicant pupils 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 pupil will be added to the waiting list in accordance with [Section 12](#) of this policy.

## **15 Declaration in Relation to the non-charging of fees**

The Board of Management of St. Peter's National School 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 pupil to the school, or
- b. the admission or continued enrolment of a pupil in the school.

## **16 Reviews/Appeals**

### **Review of Decisions by the Board of Management**

The parent(s)/guardian(s) of the pupil 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 parent(s)/guardian(s) of the pupil 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)

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).

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.

## **17 Ratification and Review**

This policy was ratified by the Board of Management on the 16<sup>th</sup> January 2023 and follows guidelines issued by the Patron in respect of admissions.

The Admissions Policy will be regularly reviewed by the Board