Admission Policy of St. Francis Xavier Junior National School

School Address: Roselawn Rd, Castleknock, Dublin 15
D15CX84

Roll number: 19435Q

School Patron: Archbishop Dermot Farrell

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 30th September, 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. This policy must be read in conjunction with the annual admission notices for the school year concerned.

The relevant dates and timelines for St. Francis Xavier JNS 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.

The school releases two Admission Notices annually:

1. Mainstream Classes
2. Autism Class

The application form(s) for admission are published on the school's website and will be made available in hardcopy on request.

2. Characteristic spirit and general objectives of the school

St. Francis Xavier Junior National School is a co-educational primary school with a Catholic ethos under the patronage of The Archbishop of Dublin, Archbishop Dermot Farrell.

'Catholic Ethos' in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church. Children of all faiths and none are welcome in our school. This ethos aims to promote:

A: The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects.

B: A living relationship with God and with other people.

C. A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith.

D. The formation of the pupils in the Catholic Faith.

Our 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. Francis Xavier JNS 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. Vision

Our vision is that children and staff work together to realise their full potential in a safe, happy and stimulating environment. We hope to provide the foundations of lifelong learning and for the children to become respectful, active members of society.

4. Mission Statement:

The child is the focus of our energy. We strive to deliver a holistic education to each child. It is our aim that each child reaches his or her full potential in a safe and happy environment. In our school, the Catholic values of justice and respect for all, guide us, at all times.

5. Admission Statement:

St. Francis Xavier JNS will not discriminate in its admission of a student to the school on any of the following:

(a) Gender
(b) Civil Status
(c) Family Status
(d) Sexual Orientation
(e) Religion
(f) Disability
(g) Race
(h) Membership of the Travelling community
(i) Special educational need

St. Francis Xavier JNS is a Roman Catholic school whose objective is to provide education in an environment which promotes these religious values. It does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Francis Xavier JNS will cooperate with the NCSE (National Council for Special Education) in the performance of the Council of it's functions under the Education for Persons with Special Educational Needs Act 2004, relating to the provision of the 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. Francis Xavier JNS will comply with any direction served on the Patron or the Board, as the case amy be under Section 37A and any direction served on the Board under Section 67 (4B) of the Education Act.

St. Francis Xavier JNS is a school that has established a class for children with Autistic Spectrum Condition (ASC), with the approval of the Minister for Education, 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.

St. Francis Xavier JNS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Francis Xavier will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

6. Categories of Specialised Class

St. Francis Xavier JNS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for autistic students from Junior Infants to Second Class only.

For the 2025/2026 school year St. Francis Xavier Junior National School will participate in the **D15 Autism Class Application Trial (ACAT)** with neighbouring schools and the NCSE (National Council for Special Education). This trial does not represent a common admissions policy. St. Francis Xavier Junior National School maintains complete autonomy over our Admissions Policy and criteria and oversubscription criteria. Please note that, **participation in this trial, does not guarantee an autism class place for your child.** Application forms remain accessible on our school website and will be assessible via the NSCE website. Application forms and relevant paper work should be submitted online to D15ACAT Online Application Form

(If required, forms can be posted to NCSE D15 ACAT, NCSE Offices, 4th Floor Metropolitan Building James Joyce Street Dublin 1D01 K0Y8, or emailed to D15ACAT@ncse.ie)

Please see D15 Autism Class Application Trial Terms of Reference for further information accessible on the school website and the NCSE website.

7. Admission of Students

This school shall admit each student seeking admission except where :

a) The school is oversubscribed.
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.
c) St. Francis Xavier Junior School is a Catholic school and may refuse to admit as a student a person who is not of that denomination, where it is proved that the refusal is essential to maintain the ethos of the school.
d) The Autism class in St. Francis Xavier Junior School provides an education exclusively for students with a primary diagnosis of Autism and the school will refuse admission to this class

where the student concerned does not have the specified category of special educational needs provided for in this class.

8. 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 other than in relation to:
- admission to a special class insofar as it is necessary in order to ascertain whether or not the student has ASD

(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 or her family attending or having previously attended the school, other than siblings (including step-siblings and foster siblings residing at the same address) of children currently enrolled in St. Francis Xavier schools or children of current staff members;

(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.

9. Oversubscription Junior Infants

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.

This will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

Every effort will be made to accommodate all applicants. However, in the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

1(a) All children resident in the **parish of St. Brigid's Blanchardstown,** the eldest child will be given priority

OR

(b) All siblings, step-siblings and foster care children, resident at the same address, of children already enrolled in St Francis Xavier Schools. The **eldest** child will have priority in this ranking

2.Children of **staff members of St. Francis Xavier schools** including siblings, step-siblings and foster care children, resident at the same address. The **eldest** child will have priority in this ranking.

3.Children residing **outside** the parish, the **eldest** child will also have priority in this category.

In the event that there are more students seeking a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- The eldest child will be given priority
- The same criteria will be adopted in relation to category 2 and 3 until places are filled.
- In the event that two children are tied for one place, the place will be allocated by lottery with an independent person present. In the case of twins being tied for one place both children will be offered places as an exceptional measure.
- All unsuccessful applicants will be placed on a waiting list for the duration of the school year, in accordance with the above criteria, for places that may become available at a later date.

10. Criteria for enrolment to our Autism Class

Children and young people are eligible for enrolment in a special class for autistic students, when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's need, along with the rationale for same

AND

- A letter from the NCSE confirming that he child is known to them and that the chid has the required diagnosis and recommendation for a special class for autism

11. Oversubscription to our Autism Class:

In the event that the number of children seeking enrolment in our special class exceeds the number of places available, the following criteria will be applied, provided they have met the criteria outlined above (Section 9).

Category 1:

Children already enrolled in the school who have a diagnosis of ASD and a recommendation for a special class placement.

Category 2:

(a) All children with a diagnosis of ASD and a recommendation for a special class placement living within the catchment area.

OR

(b) Siblings, including step-siblings and foster care children, resident at the same address, of children currently enrolled in St. Francis Xavier schools with a diagnosis of ASD and recommendation for a special class placement.

Category 3:

All children outside the parish of St. Brigid's, Blanchardstown with a diagnosis of ASD and a recommendation of a special class.

This will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice. In the event that the number of children in Category 1 exceeds the number of places available in a given year, the Board of Management will offer places to the eldest applicants first.

The same criteria will be adopted in relation to Category 2 and 3 until all places are filled. This process will be repeated each time a place becomes available in the ASD class.

Where two children remain tied for a place, the place will be allocated by lottery which will be overseen by three members of the Board of Management.

12. Decisions on applications

All decisions on applications for admission to St. Francis Xavier JNS 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

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.

13. 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 22 below for further details).

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

In accepting an offer of admission from St. Francis Xavier JNS, 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.

15. 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. Francis Xavier JNS 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 14 above.

16. 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.

17. 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 St. Francis Xavier JNS 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. Francis Xavier JNS 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.

18. 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 applications 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. Late applications will be offered a place if there is a place available. In the vent that there is no place available, the name of the applicant will be added to the waiting list as outlined in Section 17.

19. 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:

- the child is transferring to an age-appropriate class
- that the school is not already full
- should a place be available to accommodate the student within the necessary and appropriately aged year group then a place will be offered

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 follows:

- the child is transferring to an age-appropriate class
- that the school is not already full
- should a place be available to accommodate the student within the necessary and appropriately aged year group then a place will be offered

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

The board of St. Francis Xavier JNS 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 student to the school, or
(b) the admission or continued enrolment of a student in the school.

21. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

22. Reviews/Appeals

Review of decisions by the Board of Management (BoM)

The parent of a child, 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 within 21 calendar days of the date of that decision 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 of the student, or in the case of a student who has reached the age of 18 years, 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 to 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 within 21 calendar days of the date of that decision 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. (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 the Section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Reviewed Board of Management September 2025

Signed: _____ Date: 30/09/2025

Chairperson

Signed: Maria Barrett Date: 30/9/2025.

Principal