



Admissions Policy North Bay Educate  
Together National School

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## 1. Introduction

This Admission Policy complies with the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. The Board of Management of the school drafted this policy in consultation with school staff, the school patron and with parents of children attending the school. The policy was approved by the school patron on May 18th 2020 and updated and approved on the 23/04/2021. It is available on the school's website, [www.northbay.ie](http://www.northbay.ie) and is also available through the office.

### Annual Admission Notice

- Each school year, North Bay Educate Together National School (NBETNS) will publish, on the school website, the admission notice for the following school year. This will happen at least one week before the admission process for the next school year starts. This policy, and the admission notice for the relevant school year, must be read together. The application for admission form, (formerly known as the pre-enrolment form), is published on the school's website, linked at the top of this policy, and, is available through the school office.
- Applications made before February 1st, 2020 for the 2021/2022, 2022/2023 and 2023/2024 school years (September entry annually). These applications have been retained and places on the pre-enrolment list remain valid. Consistent with the previous policy, the school will give priority to the siblings of children who will be enrolled in the school at the time of admission. Please see the explanatory notes at the end of this policy for details.

## 2. Characteristic spirit (ethos) and general objectives of the school

- A copy of our Vision/Mission/Ethos statements is available on our website. In North Bay Educate Together National School (NBETNS), all policies, including this Admission Policy, are developed to be in harmony with our ethos which is the characteristic spirit of our school. In NBETNS we are committed to the values laid down in Educate Together Charter which means that our school is child-centred, equality-based, co-educational and democratically-run. This

means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.

- Children follow the Learn Together programme, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. The programme teaches children about different belief systems as well as atheism, agnosticism and humanism, without promoting one worldview over another. Our equality-based approach informs all policies and practices in the daily life of the school. In this way, the Board of Management upholds the characteristic spirit or ethos of the school.
- Educate Together schools provide for equality of access in line with the Educate Together Charter and, in the first instance, offers places to siblings of children enrolled in the school at the time of processing the application. The definition of a sibling in this policy includes step siblings and foster siblings who live with that child and are enrolled in the school at the same time.

### 3. Admission Statement

North Bay ETNS will not discriminate in its admission of a child, or discriminate against the applicant on behalf of a child, to the school, on any of the following grounds of the Equal Status Act 2000:

- a) Sex or gender,
- b) Civil status,
- c) Family status,
- d) Sexual orientation,
- e) Religion,
- f) Disability,
- g) Race,
- h) Membership of the Traveller community,
- i) Special educational needs.

### 4. Admission of Children

**Age range in each class from the beginning of the school year-September 1<sup>st</sup> annually.**

Junior Infants	4 yrs-5yrs 6mths	Third Class	8 yrs-9yrs 6mths
Senior Infants	5 yrs-6yrs 6mths	Fourth Class	9 yrs-10yrs 6mths
First Class	6 yrs-7yrs 6mths	Fifth Class	10 yrs-11yrs 6mths
Second Class	7 yrs-8yrs 6mths	Sixth Class	11 yrs-12yrs 6mths

*The above ranges apply to all children.*

Where a child falls into two age ranges, the school strongly encourages the application to be made for the lower class. For example, a child who will have reached 9 years and 3 months by September 1st is encouraged to apply for admission to Third Class and not Fourth Class.

All applicants to NBETNS will be offered a place unless:

- a) the school is oversubscribed. (Section 6 below details how we prioritise places when we are oversubscribed)
- b) a parent/guardian of a child, when required by the principal, fails to confirm in writing that the Positive Behaviour Code of the school is acceptable to him or her and that he or she will make all reasonable efforts to ensure compliance with such code by the child. [Link to Positive Behaviour Code]
- c) the child is less than 4 years of age on the 1st of September (Junior Infants applicants), or age equivalent for higher classes, of the school year concerned. (See Age range for each class above).

## 5. What will not be considered

The following will not be considered:

- a) A child's prior attendance at a pre-school of any type.
- b) The payment of fees/contributions to the school.
- c) A child's academic ability, skills or aptitude.
- d) The occupation, financial status, academic ability, skills or aptitude of a child's parents/guardians.

- e) Attendance at an interview, open day or other meeting, by parents/guardians, as a condition of admission.
- f) Previous attendance at the school by family members of the applicant other than siblings of children who are enrolled in the school at the same time.
- g) The date and time the application is received during the period specified in the annual admission notice.

## 6. Oversubscription

### a) Junior Infants

The maximum number of places for Junior Infants will be published annually as part of the Annual Admission Notice. If, at the end of the period for accepting applications for admission to Junior Infants, the class is oversubscribed, the school will apply the following selection criteria in the order listed.

#### Priority Category 1

Applicant children, who are siblings of children who are enrolled in the school at the same time, and who have reached 4 years of age by March 1st of the year prior to the school year concerned.

#### Priority Category 2

Other children who will reach 4 years of age by March 1st of the year prior to the school year concerned.

#### Priority Category 3

Applicant children, who are siblings of children who are enrolled in the school at the same time, and who not have reached 4 years of age by March 1st of the year prior to the school year concerned but will have reached 4 years of age by September 1st.

#### Priority Category 4

All other applicants who will be 4 years of age by September 1st on the year of entry.

In the event that there are two or more children tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery. Where applicant children are twins and

the lottery assigns a place or waiting list position to one twin, the other twin will automatically be assigned the next place / waiting list position. The same principle will apply to triplets etc.

## Waiting Lists for Junior Infants

See waiting lists below.

### b) Other year groups – Senior Infants to 6th Class

- Each year, as part of the Annual Admission Notice, the school will publish the maximum number of places for each class from Senior Infants to 6th class and the timeline for receipt of those applications. Applications for classes from Senior Infants to 6th class must be within the age range for that class, see above.
- If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. Pupils must move to the next year group if the application is for September or to the same year group if applying to move during the school year.

### Priority Category 1

Applicant pupils who are siblings of children who will be enrolled in the school at the same time.

### Priority Category 2

All other applicants

Waiting Lists for Senior Infants to 6th class:

See waiting lists below.

## 7. Late Applications

- All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants or to other year groups will be considered and decided upon in date order of when they were received, and category order (above), in accordance

with our school's admissions policy. Late applicants will be processed in accordance of age range for each class as above.

- Late applicants will be notified of the decision in respect of their application not later than three school weeks after the date on which the school received the application (e.g. applications received in July / August will be processed after school re-opens). Late applicants will be offered a place if there is a place available. If there is no place the name of the applicant will be added to the waiting list in accordance with waiting list rules as above.
- If two applications are received at the same time the applicant will be offered a place or placed on the waiting list by lottery.

## 8. Waiting list in the event of oversubscription

- In the event of there being more applications to the school year concerned than places available in Junior Infants or other year groups, a waiting list of children whose applications for admission to the 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 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. Late applications will be added to the bottom of the waiting list in the order in which they are received.
- 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 children on the waiting list, in accordance with the order of priority in relation to which the children have been placed on the list.
- If an offer of a place is not accepted, that child will be removed from the waiting list. Waiting lists will expire at the end of each school year.

## 9. Admissions of children after the commencement of the school year



If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application. If an offer of a place is not accepted, that child will be removed from the waiting list.

## 10. Decisions on applications

All decisions on applications for admission 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 decide on an application for a place in our school.

## 11. Notifying applicants of decisions

- Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant Annual Admissions Notice but no later than three school weeks after the annual admissions process or for late applications, three school weeks after the school receives an application.
- If a child 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 child's ranking against the selection criteria and details of the child's place on the waiting list for the school year or class 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).

## 12. Acceptance of an offer of a place by an applicant

An offer of admission will be in writing via email and will state the time in which it must be accepted in writing via email, which will be not less than 5 days from the date on which the offer is sent.

In accepting an offer of admission, you must indicate

- 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
- 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.

## 13. 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 NBETNS where

- it is established that information contained in the application is false or misleading.
- 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.
- the parent/guardian of a child, when required by the principal, 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 child; or
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 12 above.

## 14. Sharing of Data with other schools

Applicants should be aware that the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of children. This Act allows a school to provide a patron or another board of management with a list of the children in relation to whom

- An application for admission to the school has been received
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted.

The list may include any of the following

- The date on which an application for admission was received by the school
- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- A student's personal details including his or her name, address, date of birth and personal public service number PPSN.

## 15. Declaration in relation to the non-charging of fees

The board of NBETNS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of

- an application for admission of a child to the school, or
- the admission or continued enrolment of a child in the school.

## 16. Reviews/appeals

- Review of decisions by the Board of Management
- The parent/guardian of the 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 the Education Act 1998 which are published on the website of the Department of Education and Skills.
- The board will review the processing of applications for admission to NBETNS on a regular basis in accordance with the Education Act 1998.
- Right of appeal Under Section 29 of the Education Act 1998:
- The parent/guardian of the child, may appeal a decision of this school to refuse admission.
- 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.
- 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.
- The above Section 29 Appeals will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills. Further information is published on the website of the Department of Education and Skills ([www.education.ie](http://www.education.ie)).

## 17. Data Protection

- The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to children will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained.

- The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

## 18. Explanatory Notes for Years 2021-2024

### Junior Infants, September 2021, 2022, 2023 and 2024

- A number of applications were already received, before February 1st 2020 for Junior Infants for 2021/2022 and for 2022/2023 and 2023/2024. These accepted applications remain valid and will be processed before new applications made in accordance with the Annual Admission Notices for these school years. You will not need to apply again.
- No new applications will be accepted until the application period for the relevant year opens.

The order of priority in these transitional years will be the following

#### Priority Category 1

Applicant students who are siblings of children who will be enrolled in the school at the same time.

This applies whether the application is an accepted application or a new application.

#### Priority Category 2

Accepted applications, in the order of the date on which their applications were received.

#### Priority Category 3

New applications, from children who will reach 4 years of age by March 1st of the year prior to the school year concerned.

#### Priority Category 4

New applications, from other children who will be 4 years of age by September 1st on the year of entry.

- In the event that there are two or more children tied for a place or places in any of the selection criteria categories 1, 3 and 4 above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery. As stated above, Priority Category 2 will be assigned according to the date on which the application was received.
- Where applicant children are twins and the lottery assigns a place or waiting list position to one twin, the other twin will automatically be assigned the next place / waiting list position. The same principle will apply to triplets etc.

### Senior Infants to 6th Class, September 2021, 2022, 2023 and 2024

- No applications will be accepted until the application period for the relevant year opens.
- Under its previous practice, children who could not be accommodated in a class other than Junior Infants remained on the waiting list indefinitely. This practice has now ended. All waiting lists will expire at the end of the relevant school year. Children who have not been admitted, but wish to be admitted in future years should apply again. It is recommended that they do so within the application period.
- All Classes, September 2025 onwards
- No applications will be accepted until the application period for the relevant year opens.