Board of Management S.S. Peter & Paul J.N.S.

BALBRIGGAN
CO. DUBLIN

TELEPHONE
8412670

Admission Policy of SS Peter and Paul JNS

School Address: Chapel St., Balbriggan, Co. Dublin.

Roll number: 16972E

School Patron/s: Catholic Archbishop of Dublin

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 SS Peter and Paul JNS ("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 19th September 2023. It is 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 SS Peter and Paul 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.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the School's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the School

Denomination and Patron:

SS Peter and Paul JNS is a Catholic co-educational junior primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin.

"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 Section 15(2)(b) of the Education Act, 1998 the Board of Management of SS Peter and Paul 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.

Mission Statement:

The Catholic ethos in the School has a long tradition as articulated by the Board of Management ("the BoM"). The School strives to ensure that each child is valued for him/her self and within the ethos described above is provided with the kind of opportunities that will cultivate the natural curiosity and sense of wonder which are at the heart of every child.

Within the context and parameters of the Department of Education and Skills ("the Department") regulations and programmes, its status and ethos as a co-educational Catholic primary school, the rights of the Patron as set out in the Education Act, and the funding and resources available, the School supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs;
- Equality of access and participation;
- Parental choice in relation to enrolment;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Funding

The school is funded by the Department and operates within the regulations laid down from time to time by the Department. The School depends on the grants and teacher resources provided by the Department and school policy must have regard to the funding and resources available.

Curriculum

The curricular programmes followed within the School are prescribed by the Department which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998)

School Day

The School opens for pupils at 9:00am (Monday – Friday). Formal lessons begin at 9:20am in the classes. The school day ends for Junior Infants and Senior Infants at 1:40pm and at 2:40pm for 1st class and 2nd class.

3. Admission Statement

SS Peter and Paul JNS 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.

- SS Peter and Paul JNS 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the School.

- SS Peter and Paul JNS 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.

- SS Peter and Paul JNS 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. Categories of Special Educational Needs catered for in the school

SS Peter and Paul JNS is an inclusive mainstream school without special classes and/or units that educates pupils with special needs in the mainstream system.

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

c) SS Peter and Paul JNS is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the School.

d) Any of the circumstances in which offers may not be made or may be withdrawn as detailed in Section 11 below are considered to have been met.

6. Oversubscription

In the event that the School is oversubscribed, the School will, when deciding on applications for admission to a Junior Infant intake group, 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:

1) Siblings and stepsiblings of children currently enrolled in the School at time of application, siblings and stepsiblings of currently enrolled in St. Molaga's SNS, Balbriggan, Co. Dublin at time of application, children fostered to the same family who are guardians to a child currently enrolled in the school/or St. Molaga's SNS Balbriggan, Co. Dublin at time of application, and children resident in the Parish area[1]. To be considered resident in the Parish, the address listed on the proof of address documentation provided must be within the Parish boundary. Parish boundaries are determined in accordance with the Diocesan area plans. The provided proof of address must be dated within the 6 months prior to the application date listed on the application form. See Section 8(ii)(c) for acceptable forms of proof of address.

***NB**: If the number of these children exceeds the number of places remaining available then places will be allocated on the basis of age starting with the eldest.*

2) Children whose parent or parents are employed as staff members in SS Peter and Paul JNS or in St. Molaga's SNS, Balbriggan, Co. Dublin at time of application.

***NB**: If the number of these children exceeds the number of places remaining available then places will be allocated on the basis of age starting with the eldest.*

3) All children who apply to the School and are residing outside the Parish area. A child(ren) is considered as residing outside the Parish area if the address on the provided proof of address documentation falls outside the Parish boundary. Parish boundaries are determined in accordance with the Diocesan area plans. The provided proof of address must be dated within the 6 months prior to the application date listed on the application form. See Section 8(ii)(c) for acceptable forms of proof of address.

***NB**: If the number of these children exceeds the number of places available then places will be allocated on the basis of age starting with the eldest.*

In the event that there are two or more students tied for 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 relevant names will be entered into a draw, an independent person will draw the names with places offered in the order the names are drawn.

If the School is oversubscribed and the application is for a place in a class level other than the Junior Infant intake group, the procedures as detailed in Section 15 below will apply.

[1] Proper documentation as determined by the Board of Management will have to be provided to prove residency status in the parish area – see Section 8(ii)(c) for acceptable forms of proof of address.

Note: Definition of oversubscription:

The BoM reserves the right to determine the maximum number of children in each class level and room in accordance with the Department of Education and Skills Staffing Schedule issued annually and class size directives.

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:

(i) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(ii) the payment of fees or contributions (howsoever described) to the School;

(iii) a student's academic ability, skills or aptitude;

(iv) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(v) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(vi) 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, the selection criteria based on siblings/stepsiblings/children resident with the same foster family of a student attending SS Peter and Paul JNS or attending St. Molaga's SNS – the Senior school for which SS Peter and Paul JNS is the feeder school) as stated in Section 6 Point 1).

(vii) 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.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to SS Peter and Paul JNS will be based on the

following: ● The 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 (the period specified in the annual admission notice does not apply to applications for places in years other than the Junior Infant intake).

  (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 Junior Infant 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 18 below for further details).

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

In accepting an offer of admission from SS Peter and Paul 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.

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 SS Peter and Paul JNS where—

(i) the School has not been provided with a fully completed application from along with the required documentation (as detailed above in Section 8(ii)). An application is not considered complete until this condition is met.

(ii) it is established that information contained in the application is false or misleading.

(iii) for a Junior Infant intake group, 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,

(iv) 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

(v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

(vi) in the case of transfers into the school, the offer may be withdrawn if the child for whom the place has been accepted is not enrolled in the School within 28 days of the date of confirmation of accepting the place (See Section 15.2).

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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom –

(i) An application for admission to the school has been received,

(ii) An offer of admission to the school has been made, or

(iii) An offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) The date on which an application for admission was received by the school;

(ii) The date on which an offer of admission was made by the school

(iii) The date on which an offer of admission was accepted by an applicant;

(iv) A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

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 SS Peter and Paul 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 SS Peter and Paul 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.

Applicants 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 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.

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. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year

15.1 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:

SS Peter and Paul JNS does not accept applications to classes or years other than the School's intake group unless the application is for a place during the school year in which the application is being made. In this case the procedures in Section 15.2 below will apply.

15.2 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:

- Applications may be made at any time during the school year
- Applications for a place may be made in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act
- A separate waiting list is maintained for each class level.
- Applications are added to the end of the relevant waiting list in the order they are received.
- As a place becomes available at that class level, the next child on the relevant waiting list is offered a place subject to the procedures and requirements of the School Admission Policy.
- On accepting the offer of a place in the School, the offer must be taken up and the child in question must be enrolled within 28 days of the date of acceptance of the offer. If the child is not enrolled within this period, the current offer is withdrawn and the name goes to the end of the relevant waiting list. That place then becomes available to the next person on the waiting list.
- If the offer of a place is declined by the parent(s), they are removed from the waiting list and the place will be offered to the next person on that list.

Waiting lists for school transfers are maintained for the academic year in which the application was made. New transfer waiting lists are initiated on the first day of school annually. Parent(s) / guardian(s) must recomplete the transfer application in the following year should they still wish to apply for a school transfer.

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

The Board of Management of SS Peter and Paul 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.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the School's arrangements for students, where the parents of a student 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) to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent(s) of the student may request the Board of Management 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. A request for a review of the decision by the Board of Management must be made in writing and received by the Board of Management within 21 calendar days of date of application decision letter. Requests must be addressed to "Chairperson, Board of Management". Requests may be delivered or posted to the school address "SS Peter and Paul JNS, Chapel St., Balbriggan, Co. Dublin."

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 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 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.

19. Ratification

This policy was ratified by the BoM on 13th October 2026.

Signed: _____ **Date**: 13th October 2026

Chairperson of the Board of Management.

Signed: Dr. S. Whelan _____ **Date**: 13th October 2026

Principal.

Appendix 1

Provision of information

The information and documentation described in sections (i) and (ii) below must be provided to the school for an application to be deemed valid.

Information provided to the School as part of the application process will be securely stored and processed in accordance with relevant legislation. It will be shared only with the School's data processor and the Department of Education and Skills (including via the Primary Online Database "POD" system) in line with relevant legislation. Data stored digitally will be securely retained on the School Data Management System, in accordance with relevant legislation, for administration purposes only.

(i) A specific application form that provides key information about the child must be completed by parent(s) / legal guardian(s) of prospective pupils wishing to apply for enrolment. The application form must be fully completed and required details include:

a) Pupil's name, address, gender, date of birth and PPS number

b) Name(s) and address(es) of pupil's parent(s) / guardian(s)

c) Contact telephone numbers and email addresses of parent(s) / guardians(s)

d) Additional or alternative contact telephone numbers in case of emergency

e) Religious beliefs (if any)

f) Details of any medical conditions of which the School should be aware

g) Details of any special / additional needs (including educational, dietary or allergies) if any, together with available reports of any educational or other relevant assessments undertaken in respect of the child for whom the application to enrol is being made. Previous school attended (if any), and the reason for transfer if applicable

h) Relevant information, if applicable, regarding custody, access arrangements and Court Orders pertaining to the child for whom the application to enrol is being made.

i) Any other relevant information (for example, first language / country of origin) as may be requested by the BoM.

The provision of this information is to facilitate the administration of school business and is not taken into account when deciding on applications for admission or when placing a student on a waiting list for admission to the School. The only exception to this is if it is established that the information contained in the application is false or misleading as stated in Section 12(ii).

(ii) **The following documents must be provided** for the application to be deemed complete:

a) Completed application form

b) Birth certificate (do not post original)

c) Proof of address (paper/digital) dated within the last 6 months (e.g. utility bill such as landline bill, electricity/gas bill, bank statement – amounts may be redacted) v.01/23; (10)