



San Carlo Junior National School

Admission Policy

School Address: Confey, Leixlip, Co. Kildare W23 E9D0

Roll Number: 19653D

School Patron: 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 the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was reviewed in the 2025/26 school year and has been approved by the Patron. 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 San Carlo J.N.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.

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

San Carlo J.N.S. is a Catholic, co-educational primary school with a Catholic ethos under the patronage of 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,
- (e) 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.
- (f) In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of San Carlo J.N.S. 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

San Carlo J.N.S, Confey, Leixlip is a co-educational junior school under the Patronage of the Archbishop of Dublin. The ethos of the school is Catholic but it is inclusive of all religions and none.

Pupils range in age from four to eight years of age (Junior Infants to 2nd class). Pupils are encouraged to be respectful and caring of themselves, each other and authority. They are also encouraged to be respectful of the school buildings and equipment. Good manners, habits and honesty are an integral part of our ethos and are encouraged and valued at all times.

In keeping with our school motto, "Step to Success with Confidence" , we strive to develop all our pupils intellectually, spiritually, physically, aesthetically, emotionally and socially so that they may live a full and useful life as pupils and, ultimately, as adults in society. We provide an inclusive curriculum suited to the needs of all our pupils so that each child may develop to his/her full potential. We also aim to provide a caring, disciplined and structured environment where all our young pupils feel confident about themselves and their achievements. All pupils, irrespective of background, gender and ability, are valued members of our school and encouraged to feel good about themselves and their role within their class and within the school community.

We value the multicultural nature and diversity of the pupils of San Carlo J.N.S. and see it as being a very valuable means of exploring multiculturalism and identity within society.

Our school promotes gender equity amongst teachers, staff and stakeholders within our school community. All pupils are given equal opportunities in curricular and sporting areas.

Vision for San Carlo J.N.S.

In developing a vision for San Carlo J.N.S. we have identified the following aims:

To provide a safe, secure, Christian and caring environment which facilitates and nurtures each pupil and is free from intimidation and bullying

To develop the whole child physically, intellectually, emotionally, aesthetically, spiritually, creatively, morally and socially

To provide a learning environment with a broad, balanced, integrated curriculum to promote all aspects of the child's development

To provide each child with the opportunity to develop at his or her own rate and to enable him/her to grow in maturity, confidence and self-esteem

To enable each pupil to live a full life as a child and to equip him/her to go on to live a full life as an adult in society.

The goal of achieving this vision and these aims informs school planning and the various activities that take place in our school.

Teachers and Parents are seen as partners in the education of our children with co- operation and communication between all stakeholders seen as vital in the educational process.

We all share the main aim of ensuring the overall well-being of every child in our care.

3. Admission Statement

San Carlo J.N.S. 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.

San Carlo J.N.S. 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 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.

San Carlo J.N.S. 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.

All Denominational Schools

San Carlo J.N.S. 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

San Carlo J.N.S. is a school which has established a class, 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.

4. Categories of Special Educational Needs catered for in the school/special class

San Carlo J.N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism/Autism Spectrum Disorder. The student must have a clinical diagnosis of DSM-IV/DSM V from a clinical psychologist, a psychiatrist or a multi-disciplinary team along with a recommendation that the pupil's needs would be best met within the ASD Special Class in a mainstream school.

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

All Denominational Schools

San Carlo J.N.S. is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class

The special class attached to San Carlo J.N.S. provides an education exclusively for students with Autism/Autism Spectrum Disorder with a clinical diagnosis of DSM-IV or DSM V and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. San Carlo J.N.S. caters for children of the junior primary school age only i.e. 4-8 years old. Pupils who reach the age of 8 years after September 30th will complete the academic year in San Carlo J.N.S. When a student has reached the age of 8 years during the academic year, it will be the responsibility of the SENO and the parents to find an appropriate educational setting in which to allow the child to complete his/her primary education.

Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

Children are eligible for enrolment in a special class for autism 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 needs, along with the rationale for same
AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

6. Oversubscription

Mainstream Classes:

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:

- 1) Siblings and stepsiblings of children already enrolled in the school and children resident in Confey parish (the eldest child will have priority in this ranking).
- 2) Children of staff members (the eldest will have priority in this ranking).

3) Children residing outside Confey parish (the eldest child will have priority)

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 prospective pupil's names will be drawn by lot. Places will be allocated on the order in which pupils' names are selected. Pupils who do not receive a place will be placed on a waiting list in the order in which their name was drawn.

Autism Classes:

The maximum class size is six. Each pupil must meet the criteria outlined above.

If the number of students on the list of applicants exceeds the number of places available, the following criteria will apply:

Category 1	Children with an ASD diagnosis/recommendation currently enrolled in the school.
	<i>If the number of applicants in category 1 exceeds the number of available places, the Board of Management reserves the right to determine the applicants to be enrolled. The following criteria will be considered:</i> <ol style="list-style-type: none"> 1. Suitability of enrolment considering the needs/age of the child 2. Length of time waiting on enrolment list.
Category 2	Children with a diagnosis/recommendation living within the catchment area of the school as outlined in our general enrolment policy (two utility bills must be supplied as proof of address – electricity, gas, bin charges will suffice)
	<i>If the number of applicants in category 2 exceeds the number of available places, the Board of Management reserves the right to determine the applicants to be enrolled. The following criteria will be considered:</i> <ol style="list-style-type: none"> 1. Suitability of enrolment considering the needs/age of the child 2. Length of time waiting on enrolment list.
Category 3	If spaces are available, places will be allocated to children with an ASD diagnosis/recommendation from outside of the catchment area.
	<i>If the number of applicants in category 3 exceeds the number of available places, the Board of Management reserves the right to determine the applicants to be enrolled. The following criteria will be considered</i> <ol style="list-style-type: none"> 1. Suitability of enrolment considering the needs/age of the child 2. Length of time waiting on enrolment list.

All students, including students with special educational/additional needs, are subject to the school's Code of Behaviour and Health and Safety Statement.

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:

Points (a) to (g) must be included here by all schools.

- 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 the Autism Class
- 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 of a pupil currently attending the school
- 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.

This is also subject to the school making offers based on existing waiting lists.

8. Decisions on applications

All decisions on applications for admission to San Carlo J.N.S. 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

(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 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 San Carlo J.N.S, 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 San Carlo J.N.S. 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 10 above.

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 San Carlo J.N.S. 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 San Carlo J.N.S. 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.

A junior infant pupil wishing to access the school late during the school year will have to be offered a place but there will be consideration of the child's needs and the role of the Board of Management in providing an appropriate education under the Education Act in such a circumstance

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

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:

- An application is submitted
- Availability of places within the requested year group is checked
- A place will be offered based on availability and the fulfilment of the previously stated criteria for admission
- A request will be put to the pupil's previous school to make the necessary transfer on POD (Pupil On-line Data System)

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

This rule applies to all schools.

The board of San Carlo J.N.S. 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

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

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) to discuss how the request may be accommodated by the school.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the student 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 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.

Ratified by the Board of Management on 30/09/2025.

Signed:  _____
Chairperson of the B.O.M.

 _____
Principal

Date: 30/09/2025

