



Admission (Enrolment) Policy

Rutland National School
Lower Gloucester Street
Dublin 1

Ratified by BOM: _____

Signed: _____

(Chairperson)

1. Introduction

The Board of Management of Rutland National School is setting out its Admission (Enrolment) Policy in accordance with the provisions of the Education (*Admission to School*) Act 2018 and the Equal Status Act 2000 in order to assist parents with the process of enrolment.

The relevant dates and timelines for the Rutland NS 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 for enrolment form is published on the school's website and will be made available in hardcopy by request to any person seeking it.

This policy was approved by the school patron on 24th September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

General information:

School Name:	Rutland National School
Address:	Lower Gloucester Place, Dublin 1
Tel:	01- 8747331
Email:	rutlandns@gmail.com
Roll No:	19946s
Patron:	The Archbishop of Dublin

Rutland NS is a vertical school which caters for girls & boys from junior infants to 6th class. The school is designated disadvantaged under DEIS band 1 status. The school staff consists of 17 teachers, including the Principal. There are currently 8 class teachers, 7 resource teachers and a Home School Community Liaison co-ordinator.

Classes start at 8.45a.m. and finish at 2.25p.m. Infant classes finish at 1.25p.m.

2. Characteristic spirit and ethos

Rutland NS is a Catholic school and is under the patronage of the Archbishop of Dublin, Diarmuid Martin.

“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 S.15 (2) (b) of the Education Act, 1998 the Board of Management of Rutland NS 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.

Rutland NS supports the principles of

- Respect for the diversity of values, beliefs, traditions, language and ways of life in society
- Inclusivity, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment

3. Admission Statement

In its admission of a student to the school, Rutland NS will not discriminate on any of the following grounds in respect of an applicant:

- (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.

Rutland NS is a mixed vertical 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 child who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational

Rutland NS caters for a range of special educational needs. Whilst we do not currently have a specifically designated special class, our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

5. Admission of Students

Rutland NS 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.

This school shall admit each student seeking admission **except** where –

the school is oversubscribed (please see section below for further details)

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 her/him and that s/he shall make all reasonable efforts to ensure compliance with such code by the student

Application procedure:

Parents are requested to make enrolment applications for Junior Infants no earlier than the 1st of October preceding the year of anticipated enrolment. Prospective parental enquiries will be dealt with by the school secretary. Parents will be asked to complete a short Application for Enrolment Form. These are stored in the school office until enrolments are processed, usually late January/early February of the year of enrolment. See Annual Enrolment Notice

6. Decision-making in the event of oversubscription

The criteria for enrolling a child in Rutland NS are...

1. Children who have sisters or brothers currently in Rutland N.S., children who have attended the Holy Child Preschool (approved by the Minister, April 2020) or children who are resident in the parish of Our Lady of Lourdes, Sean McDermott St
2. Children of staff members

In the event of 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:

Children will be chosen by age – the eldest child first

If two applicants have the same date of birth, then a lottery will apply with an independent party present

Please note: The Board of Management is bound by the Department of Education & Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendances do not apply until the age of 6 years. All children must be at least 4 years of age by 1st of September on the year of enrolment.

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:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;**

***The Holy Child Preschool is the original Early Start preschool and is included in the list of preschools excepted by approval of the Minister for Education in April 2020*

- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended 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 (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Rutland NS will be based on the following:

- Our school 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 below in relation to applications for places in classes other than junior infants)

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 Rutland NS, 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.

Successful applicants

The annual Admission Statement will set out specific dates each calendar year

(1) Parents whose applications are successful will be contacted by the school in writing within the timeframe set out in the annual admission statement.

Unsuccessful applicants

If a student is not offered a place, 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.

11. Circumstances in which offers may not be made or may be withdrawn

Rutland NS reserves the right to withdraw an offer of admission 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 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out 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 Rutland NS 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 Rutland NS 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. Enrolment procedure for Pupils Transferring from other schools

Pupils may apply to transfer to Rutland National School at any time subject to available space. If there are places available in the given class, parents will be asked to complete an enrolment form. If there are no places available for the class, parents may be added to a waiting list.

It is requested that parents provide information concerning their child's educational progress, school attendance and general welfare when transferring their child between schools. This is in order to maximise the ability of Rutland NS to support their child's needs.

Code of Behaviour

It is imperative that prospective parents read and sign their agreement to the school Code of Behaviour prior to enrolling their child. The Code of Behaviour is a fundamental school policy, which all children in the school and school management must comply with. The Code of Behaviour is available to view online and parents will be furnished with a copy prior to enrolment.

Enrolment refusal

The Board of Management of Rutland NS reserves the right to refuse enrolment in exceptional circumstances. In such an event, the child's parents are entitled to appeal this decision under Section 29 of the Education Act.

GDPR

In line with the General Data Protection Regulation 2018, the only information we collect is information needed in order to process a child's enrolment application. Unsuccessful enrolment applications will be kept until September (in case of late cancellations) when they will be shredded.

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

This rule applies to all schools.

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

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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.

Appendix

***The parish (or catchment area) refers to streets which fall within the boundary of Our Lady of Lourdes Parish, Sean McDermott St. The following is a list of street names within the catchment area**

Amiens Street (part of)
Arkle House
Bailey's Row
Beaver Street
Bella Street
Buckingham Street Upper
Champions Avenue
Empress Street
Foley Street: The Kiln, Steelworks Mill house, The Atrium, Montgomery Court.
Frankfurt Cottages
Gardiner Street, Middle 21-27 and Lower (part of: Belmont and Gardiner Hall
Gloucester Place
Healy Street
James Joyce Street - Tyrone House, Montgomery House, Fitzharris House.
Killarney Court
Killarney Street, Deerpark
Langhrise Place: Langhrise Place Gardens
Liberty House
Lourdes House
Mabbot Lane
Matt Talbot Court
Mountjoy Square, No's 3, 4-19, 33-52
North Circular Road: 594-584, 578- 560
North Great Charles Street
Pig Lane
Portland Close
Portland Row, No's 9-22
Railway Street: Gloucester Square
Rutland Place North
Rutland Street
Sean McDermott Street Lower
Sean O' Casey Avenue
Simmons Place
St. Mary's Mansions
Summer Street North
Summerhill Place
Summerhill
Talbot Street (part of)
Thompson Cottages