

Admission Policy of Ravenswell Primary School

School Address: Ravenswell, Bray, Co. Wicklow

Roll number: 07246U

School Patron: 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 approved by the school patron on **30th June 2020**.

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 Ravenswell Primary School 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

Ravenswell Primary School is a Catholic co-educational primary school under the patronage of the Bishop of the Archbishop of Dublin and trusteeship of the Sisters of Charity

"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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith,

and which 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 Ravenswell Primary School 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 our school and are characteristic of the objectives and conduct of the school.

Ravenswell Primary School caters for boys and girls from Junior Infants to Sixth Class. The school has a Catholic ethos inclusive of pupils of different persuasions whose religious outlooks are respected. Acknowledging that parents are the primary educators, we are inspired by a shared vision of excellence and we espouse a partnership approach. While we value high academic achievement; nurturing the social, personal and moral development of our pupils is of equal importance. We view the school as a learning organisation which is open to change and innovation while cherishing the best educational, cultural and religious traditions of our society.

3. Admission Statement

Ravenswell Primary School will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

Ravenswell Primary School] is a school whose objective is to provide education in an environment which promotes Catholic values but the school does not give priority in terms of admission to children who are Catholic. Ravenswell is a Catholic school for **ALL** children.

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

Ravenswell Primary School with the approval of the Minister for Education and Skills, has established three classes (The Cedars) to provide an education exclusively for students with Autistic Spectrum Disorder

An application for a place in an autism special class must include:

- 1. A completed school application form.**
- 2. A current NCSE Letter of Eligibility, confirming that the child meets the Department of Education and Youth criteria to apply for a special class placement.**
- 3. The relevant professional report(s) confirming the child's eligibility for an autism special class.**

Parents/guardians must apply directly to the school within the timelines set out in the school's Annual Admission Notice.

Completion of the NCSE Parents Notify process is not an application to the school and a Letter of Eligibility does not guarantee a place. Where the number of eligible applicants exceeds the number of places available, the school's published selection criteria will apply.

5. Admission of Students

All children should have reached their 4th birthday prior to enrolment in Junior Infants.

An application for each child consists of

- 1. Completed Application form**
- 2. Copy of the Birth Certificate**
- 3. Official proof of address. (Copy Utility bill etc)**

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) the special classes attached to Ravenswell Primary School provides an education exclusively for students with Autistic Spectrum Disorder and the school may refuse admission to these, where the student concerned does not have the specified category of special educational needs provided for in this class.
- d) Ravenswell Primary School is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

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 of children currently **enrolled in** Ravenswell Primary School and children resident within the parish boundary of St. Peter's parish.
2. Children of current school staff, Board of Management members and Facility Management staff.
3. Children resident in Bray.
4. All others whose parents /guardians have completed an application form.

Admission to the Cedars

In the event that the Cedars class 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 fill the criteria as outlined in Section 4, and are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Internal School transfer.
2. Siblings of children currently enrolled in Ravenswell Primary School and children resident within the parish boundary of St. Peter's parish.
3. Children of current school staff, Board of Management members and Facility Management staff.
4. Children resident in Bray
5. All others whose parents/guardians have completed an application form.

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

- a) **The oldest child will be offered the place.**
- b) **A numbered waiting list will be drawn up in order of age: oldest first.**

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 student's prior attendance at a pre-school or pre-school service, including naíonraí;
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;

other than in relation to: a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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:
 - a) in the case of siblings of a student attending or having attended the school
 - b) a present student with a recommendation to be enrolled in the Cedars special class for ASD.
- 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.

8. Decisions on applications

All decisions on applications for admission to Ravenswell Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 Ravenswell Primary School you must indicate:

- a) 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
- b) 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 Ravenswell Primary School where:

- a) it is established that information contained in the application is false or misleading.
- b) 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.
- c) 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
- d) 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:

- a) an application for admission to the school has been received,
- b) an offer of admission to the school has been made, or
- c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- a) the date on which an application for admission was received by the school;
- b) the date on which an offer of admission was made by the school;
- c) the date on which an offer of admission was accepted by an applicant;
- d) 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 Ravenswell Primary 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 of Ravenswell Primary School 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 a 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, to classes or years other than the school's intake group are as follows:

Parents seeking to enrol their child(ren) in the school in a class other than Junior Infants for the following school year may also complete an application form which are available from the first week of October of the year prior to the year of entry. Parents are requested to provide official proof of address and a copy of the child's Birth Certificate.

Places will be offered to parents in late May/early June when the availability of places in those classes has been determined. Where the number of children seeking enrolment in any given year or class exceeds the number of places available, the same criteria that are used for the enrolment of Junior Infants will be used to prioritise children for enrolment in such classes.

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:

Parents seeking to enrol their child(ren) in the school in any class from Junior Infants to 6th Class during the course of the school year may complete an application form. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate. If a place is available in the class group for which a parent is applying, such a place will be offered within 21 days of the completion of the application form, assuming all supporting documentation has been provided.

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

The Board of Ravenswell Primary 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.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school:

- a) A written request should be made to the Principal of the school.
- b) A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.
- c) These arrangements will not result in a reduction in the school day of such students.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent(s) 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 of Management 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 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.

Approved by the Patron: 30th June 2020

Ratified by Board of Management: 24th August 2020

Reviewed by Board of Management - 16th September 2025 (updates to applications for the autism classes in line with Department Circular 0063/2026 – Parents Notify 2027/28)

Ann Quinlan

Chairperson