



## Burrow National School

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### ADMISSION POLICY

This Admissions Policy for **The Burrow School** has been devised in accordance with the provisions of the:

- Education Act 1998,
- Education (Welfare) Act 2000,
- Equal Status legislation, the relevant sections of the
- Education (Admission to Schools) Act 2018,
- Directives of the School's Patron and following consultation with the School community

The Chairman of the Board of Management (Canon Kevin Brew) and the Secretary to the Board of Management (Principal Ms Lynn Harley) are available if you need further clarification.

**Reviewed September 2019**

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**Canon Kevin Brew (Chairman)**

## GENERAL INFORMATION

While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management of The Burrow School (**the Board**) reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

In determining the level of admissions, the Board shall take account of Department of Education & Skills ('DES') regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, including, for example, traffic restrictions; it shall also have regard to issues such as physical space, multi-grade classes, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.

## ADMISSION STATEMENT

The Burrow School is a denominational school under Church of Ireland Management and the Patronage of the Archbishop of Dublin. We wish to provide a safe, happy environment which is conducive to the holistic development of each individual child. Each pupil will be considered unique and all parties within the school community will focus on developing the moral, spiritual, physical, academic, aesthetic and cultural aspects of each child.

This we envisage occurring in an atmosphere of mutual respect. All members of the school community are dedicated to work together in a spirit of encouragement and enthusiasm in order to advance the development of each pupil towards attaining their true potential while recognising, accepting and celebrating diversity.

## SCHOOL ETHOS

The Burrow School aims to provide a happy, secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence. Their presence as students and their parents is much valued and enriches our school community.

The school is part of a community which includes the pupils and staff, the local population, the state and ultimately the whole of society. We therefore strive to develop a sense of responsibility within the school, where children will co-operate with adults and their peers and help them to have an appreciation of themselves, the community, and the world in general and the problems therein. The Burrow School recognises that each pupil has individual needs and abilities and develops at a different rate. Therefore we try to help children reach their potential and have a sense of satisfaction, having done their best. Each child is encouraged and guided in the development of sound study skills and good work habits. The school seeks to develop pupils' thinking skills so that they will have questioning minds and know how to seek information for themselves.

Through curriculum studies, we seek to:

- expose children to a wide range of experiences;
- encourage effective communication with language and numbers;
- encourage creativity;
- be aware of the value of learning from the past;
- develop children spiritually and make them aware of religious teaching.

The Burrow School has a strong tradition of personal commitment by the staff to the personal and academic welfare of each child. This commitment is the foundation on which a happy school community is built. It fosters tolerance, understanding, co-operation and respect, in addition to educational advancement for all members of the school community and also using these values in dealing with the world around us.

The Board of Management supports the principles of:

- inclusiveness, 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;
- the Constitutional Rights of children and their parents;
- respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

## CRITERIA FOR SELECTION

Burrow School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below, as follows:

**Priority Category 1:** An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school<sup>1</sup> and who lives within the boundary of St Mary's Parish Howth.  
\*Boundaries listed below.

**Priority Category 2:** An applicant student who is a child of a current permanent teacher of The Burrow School.

**Priority Category 3:** An applicant student who has siblings already enrolled in and attending the school and who has not already been accommodated in a higher priority category.

**Priority Category 4:** All other Applicant Students who comply with the terms of this Policy.

\*Burrow School Boundaries: This area comprises of the lands within the Howth peninsula, the coast road as far as the Kilbarrack Road (R104), the right hand side of the Kilbarrack Road up to the train line, along the train line as far as Portmarnock and along the road back to Baldoyle (R106) and back to Howth.

It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students who have siblings currently enrolled in the School ("Sibling Applicant Students"). Where the number of Sibling Applicant Students in such a priority category exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students using a lottery system. Where the number of Sibling Applicant Students in such priority category does not exceed the number places available, the remaining places in this category will be allocated using a lottery system.

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<sup>1</sup> As defined in Section 7(A)(2) of the Equal Status Act

## CONSIDERATION FOR APPLICATIONS

- a) Only those forms that have been completed in full, returned on time and accompanied by relevant supporting documentation will be considered by the Board of Management.
- b) Providing false information will automatically disqualify the applicant from the procedure.
- c) The Board of Management may seek further clarification from applicants before making a decision.
- d) An application form does not guarantee a place in any class in the school.
- e) Children who leave the school are not automatically entitled to a place upon their return. Their subsequent application is treated in accordance with the application procedure and criteria unless they are attending a specialist unit for a specified period of time, then they may apply directly to the BOM to be awarded their place when they return.
- f) Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.
- g) The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patorm requirements, changes in legislation etc.
- h) Closing date for applications for Junior Infants is the 31<sup>st</sup> January.

**An annual admission notice shall be published on our website giving the admission policy, application form, dates for acceptance and closing dates.**

### Application procedures for Junior Infants

#### *Stage 1: Application form*

An application form is available from the school or online [www.burrowschool.ie](http://www.burrowschool.ie) from 1<sup>st</sup> October 2019. Late applications for Junior Infants are not accepted. Any applications after 31<sup>st</sup> January may be added, if parents wish, to the waiting list.

Application forms and all relevant documentation must be with the office (email not acceptable) at the Burrow School on or before 2.15pm on the 31<sup>st</sup> January of the year when the applicant is due to start.

#### *Stage 2: Receipt of Application form*

A receipt of the Application form will be issued by the school by email as soon as possible.

The application process is begun and completed within 21 days of the closing date for applications, 31<sup>st</sup> January.

#### *Stage 3: Enrolment Decision*

When the application forms are received the Principal shall categorise the forms according to the criteria for selection. The Principal presents this list to the Board of Management for ratification for the upcoming academic year. The Board of Management considers each application on an individual basis.

The number of enrolment places available in any one academic year is based on whole school numbers, taking into account pupil/teacher ratios, space available, staffing and additional staffing considerations in line with the Admissions to School Act 2018.

Successful applicants will be emailed an Enrolment Form and the Anti – Bullying Policy. These must be fully completed, signed and returned to the office (email is acceptable) within 10 working days. Places not accepted within 10 working days of receipt of their letter of offer, will be allocated to the next applicant on the waiting list.

## **Waiting list**

When all places have been filled based on the enrolment places available in that year, the School will inform unsuccessful applicants and place them on a waiting list. Unsuccessful applicants are advised of their right to appeal to the Board of Management in the first instances, if following that appeal they may also appeal to the Department of Education and Skills.

Applicants on the waiting list are prioritised based on our criteria for selection. An applicant's place on the list may change during the year, the Burrow National School will not automatically inform the applicant of this, contact the school for updates.

Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.

## **Application Procedures to classes other than Junior Infants and School Transfers**

Parents/guardians should complete an application form and return it the Burrow School accompanied with all relevant documentation on or before April 30<sup>th</sup> at 2.15 pm (email not acceptable).

The Principal will review all applicants on an individual basis.

Unsuccessful applications will be notified and placed on a waiting list based on our criteria for selection and then on date/time of receipt of application. Your place on the list may change during the year, the Burrow National School will not automatically inform you of this. If you do require your current place on the waiting list please contact the school.

Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.

In the event of transfer, information concerning the pupil's attendance, progress, the most recent school report and any relevant reports must be communicated. The Board of Management may contact the child's previous school in this regard.

## **Refusal to Enrol**

The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.

In exceptional circumstances, the School reserves the right to refuse enrolment where:

The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;

The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.

Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

## **Appeals Procedure**

If parents/guardians are dissatisfied with the decision of the Board of Management not to enrol their child, they may (within 42 days of receipt of the Board of Management's decision):

1. (a) submit a written Appeal to the Chairperson of the Board of Management on foot of the above.  
(b) The Board of Management will review the Appeal and respond in writing to the appellant.
2. If dissatisfied with the outcome of their local Appeal to the Board of Management, the parents/guardians can then lodge an Appeal, under Section 29 (1) (C) of the Education Act 1998, with the Secretary General of the Department of Education & Skills.

### **Ratification and Review**

This Policy was ratified by the Board on 1<sup>st</sup> February 2019 and follows guidelines issued by the Patron in respect of admissions.

This Enrolment Policy will be regularly reviewed by the Board.