



Tús maith, leath na h-oibre



Admission Policy of St. Sylvester's Infant School

Yellow Walls Road
Malahide
Co. Dublin

Roll number: 17928G

School Patron: Archbishop Dermot Farrell

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 (BoM) 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 1st July 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 St. Sylvester's Infant School admission process are set out in the school's Annual Admission Notice (Appendix 1) 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. A hard copy should be collected from the school office for completion.

It is sufficient for one of the legal guardians to sign the application form.

2. Characteristic Spirit and General Objectives of the School

St. Sylvester's Infant School is a Catholic co-educational primary school with a Catholic ethos under the patronage of Archbishop Dermot Farrell. "*Catholic Ethos*" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church.

St. Sylvester's Infant School aims to promote:

- (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;
- (c) A philosophy of life inspired by the 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 schools provides religious education of the pupils in accordance with the doctrines, practiced and traditions of the Roman Catholic Church, and /or such ethos and/or characteristics 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 St. Sylvester's Infant 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 and are characteristic of the objectives and conduct of the school.

Mission Statement and General Objectives

Our Mission in St. Sylvester's Infant School is to nurture our pupils spiritually, physically, mentally, morally and socially.

General Objectives

St. Sylvester's I.S.

- Is unique in that it caters for children from Junior Infants to First class only
- Motto '*Tús Maith – leath na h-oibre – A good start is half the work*' epitomises our objective to provide an excellent foundation to foster life-long learning
- Provides a warm and nurturing learning environment where each and every individual in the school community is respected
- Employs kind, conscientious teachers who all collaboratively share their profound knowledge and passion for Infant Education
- Prides itself in maintaining and fostering close contact between the school and home
 - An Information Evening for parents of new Junior Infants is held annually in the hall or by Zoom
 - Incoming Junior Infants spend one informal period in the school in June to familiarise themselves with their new classroom and teacher. At the same time, parents are invited to the School Hall to meet other new parents (if Covid-19 guidelines permit)

- On the first day of school in August/September, children attend school for a forty-five minute soft start block during the day to allow the Class Teacher more time to spend with each child. This can ensure a less overwhelming start for the Junior Infant children
- Group parent information meetings are held each September in the classroom or by Zoom to inform parents of class systems/teacher expectations and the curriculum
- Parents and teachers support one another and collaborate as partners in assisting the children to achieve their full potential in a safe and happy environment
- Provides religious education for all pupils in accordance with the doctrine and tradition of the Catholic Church as above, with prayer a feature of the school day
- Encourages professional development for teachers, SNA's and ancillary staff
- Supports the mindfulness and well-being of young children, teachers and staff
- In compliance with Department of Education & Skills (DES) requirements, the school uploads pupil information to the Primary Online Database (POD). Further information regarding POD can be located www.education.ie
- Ensures mandatory and legislative polices are fully implemented
- Publishes the name of the Designated Liaison person (DDP) and Deputy designated Liaison Person (DDL) in prominent areas around the school in keeping with the mandatory Child Safeguarding Statement
- Ensures staff are fully aware of their statutory obligations under the Children First Act, 2015 and complies with child protection procedures for [Child Protection Procedures for Primary and Post-Primary Schools 2017](#)
- Ensures GDPR (General Data Protection Regulations) is fully abided by gathering and processing pupil's personal data for the purpose of education only. To facilitate this, the Data Processor (school secretary) inputs all information pertaining to pupils onto the school's Management Information System called Aladdin. Aladdin is a secure software service application which is owned and run by Cloudware Ltd (t/a Aladdin Schools) from where the data is only processed and stored securely for the above purpose

3. Admission Statement

St. Sylvester's Infant School will not discriminate in its admission of a pupil to the school on any of the following:

- (a) Gender ground of the pupil or the applicant in respect of the pupil concerned
- (b) Civil status ground of the pupil or the applicant in respect of the pupil concerned
- (c) Family status ground of the pupil or the applicant in respect of the pupil concerned
- (d) Sexual orientation ground of the pupil or the applicant in respect of the pupil concerned
- (e) Religion ground of the pupil or the applicant in respect of the pupil concerned
- (f) Disability ground of the pupil or the applicant in respect of the pupil concerned
- (g) Ground of race of the pupil or the applicant in respect of the pupil concerned
- (h) Traveller community ground of the pupil or the applicant in respect of the pupil concerned,
or
- (i) the ground that the pupil or the applicant in respect of the pupil 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.

4. Admission of Pupils

St. Sylvester's Infant School is a mainstream infant school who welcomes all children, including children who may have Special Education Needs. This school shall admit each pupil seeking admission except where –

- (a) The school is oversubscribed (please see [Section 5](#) below for further details)
- (b) A parent of a pupil, 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 pupil

5. Oversubscription

Applications for Junior Infants will be considered only from children who have not previously been enrolled in other National Schools. All age-appropriate applicants will be considered but are not guaranteed a place.

The BoM will process all completed applications and places will be allocated in age order, the oldest children being prioritised. The BoM reserves the right to determine the maximum number of children in each class in any given school year bearing in mind, the following:

- Department of Education & Skills guidelines on class size
- Staffing provisions
- Available space in classrooms
- The educational needs of children of a particular age
- The existence of multi-grade classes
- The presence of children with special education/behavioural needs and the ensuing demands on teaching and special needs resources
- The demands of the school's Health and Safety Policy

Where there are two or more applications tied for one place in any of the selection criteria categories above, the eldest child will get priority. Should the two children have the same date of birth, a draw will be held by an independent person and not the Chairperson of the BoM.

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:

First Round: Offers of Place – Junior Infants

- (a) Siblings and stepsiblings of children already enrolled in the school and children **resident in the parish** ¹ (the eldest child will have priority in this ranking)
- (b) Children of all current staff (the eldest child will have priority in this ranking)
- (c) Children residing outside the Parish (the eldest child will also have priority in this ranking)

¹ Proper documentation as determined by the BoM will have to be provided to prove their residency status in the parish area.

The Yellow Walls Parish boundaries are clearly outlined in Appendix 2.

Second Round: Offers of Place – Junior Infants

All late applications will be placed in a second round of offers. A second round of may not materialise if all places are already offered. The Board of Management has the final say regarding places offered.

6. 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 pupil on a waiting list for admission to the school:

- a) A pupil'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 pupil's academic ability, skills or aptitude
- d) The occupation, financial status, academic ability, skills or aptitude of a pupil's parents
- e) A requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- f) A pupil's connection to the school by virtue of a member of his or her family attending or having previously 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).

7. Decisions on Applications

All decisions on applications for admission to St. Sylvester's Infant School 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 13](#) below in relation to applications received outside of the admissions period and [Section 14](#) 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.

8. 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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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).

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from St. Sylvester's I.S., 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.

10. 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 St. Sylvester's Infant 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 pupil, 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 pupil; or
- (d) An applicant has failed to comply with the requirements of '*acceptance of an offer*' as set out in Section 9 above.

11. 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 pupils.

Section 66(6) allows a school to provide a patron or another BoM with a list of the pupils 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 pupil'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)

12. 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 pupils whose applications for admission to St. Sylvester's Infant 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 St. Sylvester's Infant School is in the order of priority assigned to the pupils' 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

13. 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 throughout the school year, should a place become 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 12.

14. Procedures for Admission of Pupils to Senior Infants/First Class during the School Year

Other pupils may be enrolled to Senior Infants/First Class or during the school year where places become available and will be subject to the same consideration criteria set out for Junior Infants enrolling in the school.

15. Declaration in Relation to the Non-charging of Fees

The BoM of St. Sylvester's Infant 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

It is normal school practice, however, to seek voluntary contributions from each pupil to assist with running costs once they have accepted a place in the school.

16. Arrangements regarding Pupils not attending Religious Instruction

Prayer features throughout the school day, whilst formal religion lessons are taught daily for 30 minutes. The school does not have the capacity to provide supervision for children whose parents do not want them to participate in the formal daily 30-minute religion lessons. Parents are welcome to come into the school to withdraw and supervise their child during formal lessons. However, the school encourages inclusion and would not like to think a child might feel anxious if separated from their classmates for reasons not fully comprehended by the young age profile of the children who attend our school. Instead, we recommend the child remains in their classroom whilst not actively participating with the lesson and instead be given an activity to quietly complete or a book to read. Each year the First Class children prepare for their Holy Communion Enrolment Ceremony and visit the church for one official practice. This usually takes place in the morning and the children return to school at noon. Parents of children who will not be participating in this practice, are given plenty of advance notice to decide whether to keep their child at home for the morning or to allow their child to travel to the church along with their class, but will not participate in the practice.

Should parents wish to withdraw their child from formal religious instruction, they should make a written request to the Principal of the school. A meeting will then be arranged with the parent(s), to discuss how the request may be accommodated as above by the school.

17. Reviews/Appeals

Review of Decisions by the Board of Management

The parent of the pupil, may request the BoM 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.

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the pupil, 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)

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.

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.

18. Ratification

This policy has been ratified by the Board of Management of St. Sylvester's Infant School in accordance with the Admissions Policy of the Catholic Archdiocese of Dublin.

This policy is reviewed on an annual basis.

Signed:

A handwritten signature in black ink, appearing to read 'Michael McKenna', written over a horizontal line.

Mr. Michael McKenna,
Chairperson,
Board of Management.

Date: 7th December, 2021
Reviewed: 26th April 2021

Appendix 1



Tús maith, leath na h-oibre



ANNUAL ADMISSION NOTICE

in respect of admissions to the 2022-23 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** for the 2022-23 is available as follows: –

To download at: www.stsylvestersinfantschool.com

On request: By emailing stsylvesters@gmail.com or writing to:

St. Sylvester's Infant School

Yellow Walls Road

Malahide

Co. Dublin

All application forms are available for collection in the school office.

PART 1 - Admissions to the 2022-23 school year

Application and Decision Dates for Admission to 2022-23

The following are the dates applicable for Admission to Junior Infants

The school shall commence accepting applications for admission on	22/11/2021
Official Enrolment shall commence on It is sufficient for one of the legal guardians to sign the enrolment form	10/01/2022
The school shall cease accepting applications for admission at 1.30pm on	04/02/2022
The date by which applicants will be notified of the decision on their application is	25/02/2022
The period within which applicants must confirm acceptance of an offer of admission is	*04/03/2022

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's Admission Policy.

Number of places being made available in 2022-23

The number of places being made available in Junior Infants will be determined once the BoM has processed all completed applications. See Section 5 – Oversubscription for further details	130
An information evening will be held for parents of incoming pupils to St. Sylvesters Infant School on Wednesday, 11 May, 2022	Dependant on Covid-19 Restrictions
Incoming Junior Infants spend one informal period in the school on Friday, 17th June 2022 to familiarise themselves with their new classroom. At the same time, parents are invited to the School Hall to meet other parents	Dependant on Covid-19 Restrictions

Appendix 2: Yellow Walls Malahide Parish Boundaries

Produced 18 November 2013

