



John Scottus National School

SCOIL NÁISIÚNTA JOHN SCOTTUS

47/49 Northumberland Road, Dublin 4, D04 R128

Tel: (01) 6609309

Email: [primary@johnscottus.ie](mailto:primary@johnscottus.ie) Web: [www.johnscottus.ie](http://www.johnscottus.ie)

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## **Admissions Policy**

BOM approved Sep 2017; reviewed Nov 2018

### **Introduction**

**Full details of the school are on the school website: [johnscottus.ie](http://johnscottus.ie). It is essential to study this in detail before applying.**

The aim of the School is to provide its vision of education to all who desire it regardless of race, creed or social background.

The School operates under the Rules for National Schools, the Education Act, 1998 and regulations laid down from time to time by way of circulars.

Within the context of the framework within which the School operates, the ethos and philosophy of the School and the funding and resources available to it, the School supports the principles of:

- Inclusiveness;
- Equality of access and participation;
- Parental choice in relation to enrolment; and
- Respect for diversity of traditions and beliefs.

### **Admissions Criterion**

Application decisions are based on the following criterion:

Children of parents who can show that, first and foremost, they have chosen this school for ethos considerations. Prospective parents are asked on the registration form to state the reason for wanting to enrol their child in this school.

In the event that there are more applications for a class than places available, the School will offer places on a first come, first served basis.

In deciding on the maximum number of children in each class the Board of Management will consider the size of a classroom, the educational needs of each age group and the presence of children with special educational/behavioural needs.

There is no assessment test to enter any class in the School, except for those with pre-existing learning difficulties and special needs where it is necessary to assess the degree of difficulty that the child is coming with, so that proper the necessary supports may be provided

Parents will be required to confirm in writing that they have read a copy of the Code of Behaviour and agree that they and their child will be bound by the Code of Behaviour and will act in accordance with it at all times.

### **Admission Process**

1. Peruse website, and optionally attend an Open Day
2. Meet the Principal
3. Fully and accurately complete the registration form (obtainable from the office after meeting the Principal)
4. Decision and confirmation to parent, subject to child having PPS number by start of school

### **Age consideration and enrolment deadlines**

Parents are recommended that children should be at least 4 years and four months by September 1st of the year they start in Junior Infants.

### **Admission of children with physical disabilities**

The Board of Management accepts and supports the principle of inclusiveness and children with disabilities or other special needs will be enrolled in the School insofar as possible. However, in relation to children who require wheelchair access, the School faces serious difficulties as the School is housed in a listed building and has three floors. Therefore at present the School premises are unsuitable for children who require a wheelchair.

### **Admission of children with Special Educational Needs**

If an application is made on behalf of a child with special needs that may require special resources a copy of the child's medical and/or psychological assessment reports will be requested. If such a report is not available the School shall request the parent to have the child assessed immediately. The Principal and/or the Class Teacher and /or the Resource teacher will meet with the child and their parents in order to assist the School in establishing the educational and training needs of the child.

If further resources are needed in order to facilitate the child's enrolment the School will request the Department of Education and Science to provide the necessary resources to meet the child's needs as outlined in the relevant report.

### **Transfers from other schools**

Pupils may transfer at any time to the School from another school subject to the admissions policy and the above enrolment procedures being followed, and provided that:

the School is satisfied with the reasons for the transfer; and  
additional information which may be required from the pupil's present/previous school is provided and is satisfactory.

### **Right of School to refuse an application**

The School reserves the right to turn down an application for admission. The School shall act in accordance with the Admissions Policy in reaching a decision to refuse to admit a child.

### **Right to Appeal**

Parents have the right under Section 29 of the Education Act to appeal a refusal by the School to enrol a student. In the first instance such an appeal should be made to the Chairman of the Board of Management within 21 days of the receipt of the decision of the School to turn down an application for enrolment. END

