

Scoil an Chroí Ró Naofa Íosa
(Sacred Heart of Jesus National School)
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Admission Policy of Sacred Heart of Jesus National School

School Patron: Catholic Archbishop of Dublin

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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 Sacred Heart of Jesus N.S. (Scoil An Chroí Ró Naofa Íosa) has consulted with school staff, the school patron and with parents/guardians of pupils attending the school.

The policy was approved by the school patron on 23rd November 2022. It is published on the school's website, www.shns.ie, along with the Mainstream Enrolment Application Form and Coiscéim ASD Enrolment Application Form. These are also available in hardcopy from the school office, on request. The relevant dates and timeframes for the admission process are set out in the school's Annual Admission Notice which is published annually on our website at least one week before the commencement of the process for the school year concerned.

Our Admission Policy should be read in conjunction with the Annual Admission Notice, the school's Mission Statement and our Code of Behaviour Policy. The purpose of the policy is to assist parents/guardians in relation to school admission matters. The Chairperson of the Board of Management and the Principal of the school will be happy to clarify any issues arising from the policy. They can be contacted at the school as follows:

Sacred Heart of Jesus National School, Huntstown, Dublin 15, D15 KF65.

Phone: (01) 8216400

E-Mail: sacredheartns@gmail.com

Website: www.shns.ie

2. Characteristic Spirit and General Objectives of the School

Sacred Heart of Jesus N.S. is a Roman Catholic co-educational primary school with a Roman Catholic ethos under the patronage of the Catholic Archbishop of Dublin. "Roman Catholic ethos" in the context of a Roman 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 the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;
- (b) a living relationship with God and with other people;
- (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, 1988 the Board of Management of Sacred Heart of Jesus N.S. 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.

Sacred Heart of Jesus N.S. currently has 54 teachers, including an administrative Principal and Deputy Principal, 16 Special Education Teachers (SETs), 4 English as an Additional Language Teachers (EALs) and 17 Special Need Assistants (SNAs). It has 32 mainstream classes (comprising of 4 classes at each of the 8 class levels from Junior Infants to 6th class) and 3 special classes, referred to as our 'Coiscéim'

classes, for children with Autism Spectrum Disorder (ASD). The special classes have a total of 18 pupils, with a maximum of 6 pupils per class. Each of the special classes has a class teacher and 2 SNAs.

Our school receives grants and resources from the Department of Education (DE) and other state agencies, and operates within the rules and regulations set down, from time to time, by the Department. Should resources and funding available to the school change, the provisions of our Admission Policy will be amended accordingly.

Sacred Heart of Jesus N.S. is a warm and welcoming school, respectful of diversity of race, culture, religion, gender and ability. It celebrates the uniqueness of each child as expressed in their personality, talents, intelligence and potential for development. It seeks to nurture the child in all dimensions of his/her life - spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical. Within the context and parameters of DE rules, regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly in relation to the enrolment of children with a disability or other special need;
- equality of access and participation in the school;
- parental choice in relation to enrolment; and
- respect for diversity of cultures, beliefs, traditions, languages and ways of life in society.

Sacred Heart of Jesus N.S. cherishes and challenges children in a safe, secure and attractive learning environment. It seeks to provide quality learning experiences that are engaging, enriching and enjoyable through a broad, balanced and relevant curriculum. Our school aims to enable each child:

- to live a full life as a child and to realise his or her potential as a unique individual;
- to develop as a social being, through living and co-operating with others and so contribute to the good of society; and
- to prepare for further education and lifelong learning.

3. Admission Statement

Sacred Heart of Jesus N.S. will not discriminate in its admission of a pupil to the school on any of the following grounds:

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned;
 - (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned;
 - (c) the family status ground of the pupil or the applicant in respect of the pupil concerned;
 - (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned;
 - (e) the religion ground of the pupil or the applicant in respect of the pupil concerned;
 - (f) the disability ground of the pupil or the applicant in respect of the pupil concerned;
 - (g) the ground of race of the pupil or the applicant in respect of the pupil concerned;
 - (h) the 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 (SEN).

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.

Sacred Heart of Jesus N.S. is a 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 person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

ASD classes

Sacred Heart of Jesus N.S. has established 3 special classes (Coiscéim classes) for pupils with a primary diagnosis of Autism Spectrum Disorder (ASD), with the approval of the Minister for Education, and may refuse to admit to the classes a pupil who does not have this category of need and/or does not meet the school's specific criteria for inclusion in one of its ASD classes as detailed in sections 4 and 5 of this policy.

4. Categories of Special Educational Needs Included in the School

Mainstream classes

Pupils with SEN are included in our school's mainstream classes, if recommended for inclusion by a professionally recognised clinical or educational psychologist. The categories of SEN in our mainstream classes include: Mild General Learning Difficulties, Dyslexia, Vision Impairment, Hearing Impairment, Developmental Language Disorder to name but some.

ASD classes

Sacred Heart of Jesus N.S. has 3 special classes for children with Autism Spectrum Disorder (ASD). The special classes have a total of 18 pupils, with a maximum of 6 pupils per class. Each of the special classes has a class teacher and 2 SNAs.

Our school's 3 ASD classes provide an education exclusively for pupils who have an assessment report with a clear diagnosis of ASD by a professionally recognised psychologist. The application must also include a report from a relevant professional or team of professionals (for example, psychologist, speech and language therapist, occupational therapist, psychiatrist) stating that the pupil requires the support of an ASD class attached to a mainstream school based on their complex needs. A significant aspect of our school's ethos centres on the pillar of inclusion, and the pupil's ability to engage in mainstream education is of paramount importance in our school. Therefore, if the pupil also presents with a General Learning Difficulty, it must fall within the Mild range of difficulties (as determined by a professionally recognised clinical or educational psychologist), which helps facilitate meaningful inclusion with their peers in an age-appropriate mainstream class.

Our school's 3 ASD classes provide an education for pupils aged between 4 and 12 i.e. no pupil shall be younger than 4 years of age on September 1st of the year of their proposed enrolment and will graduate on the 30th June following their 12th birthday. The individual needs of each pupil are constantly reviewed to ensure that an ASD class is the appropriate setting to meet the pupil's needs. The school reserves the right to review each pupil's progress at the end of each academic year to determine whether the ASD class continues to be an appropriate placement for him/her, and to discharge the pupil from his/her ASD class if the placement is not in the best interests of the pupil and/or the other pupils in the class.

5. Admission of Pupils

Application for enrolment into a mainstream class in Sacred Heart of Jesus N.S. must be made on the school's Mainstream Enrolment Application Form. Application for enrolment into a Coiscéim ASD class in Sacred Heart of Jesus N.S. must be made on the school's Coiscéim ASD Enrolment Application Form.

The school's Enrolment Application Forms are published on the school's website and are available in hardcopy from the school office. Completion of an enrolment application form does not guarantee or constitute an offer of a place in the school.

The pupil, who is the subject of an application, must have reached the age of 4 years before September 1st of the school year of their proposed enrolment. Mainstream pupils are placed in age appropriate classes in our school, as determined by the principal.

Enrolment in Sacred Heart of Jesus N.S. is subject to parents/guardians confirming 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; and
- that they, and the enrolling pupil, accept and agree to abide by school rules, regulations and policies as determined by the Board of Management of the school.

Parents/guardians are obliged to provide the school with all requested information and documentation, and keep the school informed of any change of address, contact details etc. All applications must be accompanied by:

1. one original copy and one photocopy of the child's birth certificate;
2. proof of address in the form of two original utility bills, dated within two months of the enrolment application date. This is necessary to satisfy the Board of Management that the address provided on the enrolment application form is genuine;
3. the child's PPS Number (if the child has a PPS number at the time of application). If the child does not have a PPS number at the time of application, the PPS number must be provided to the school once the child receives their PPS number;
4. any relevant developmental reports. All applications for enrolment in an ASD class must be accompanied by an assessment report with a clear diagnosis of ASD by a professionally recognised psychologist. The application must also include a report from a relevant professional or team of professionals (for example, psychologist, speech and language therapist, occupational therapist, psychiatrist) stating that the pupil requires the support of an ASD class attached to a mainstream school based on their complex needs. If the pupil also presents with a General Learning Difficulty, it must fall within the Mild range of difficulties (as determined by a professionally recognised clinical or educational psychologist).

False or misleading declarations and/or the withholding of relevant information will invalidate an enrolment application, and necessitate a new application by the parent/guardian.

The Board of Management reserves the right to reorganise or reconstitute classes, on the advice of the principal, in response to changing circumstances within individual classes and/or our school. As a matter of policy, Second Classes are reconstituted annually at the end of the school year.

Sacred Heart of Jesus N.S. shall admit each pupil seeking admission except where –

- a) the school or class level or class is oversubscribed. The number of places available in the school in any given academic year is determined by the prevailing Mainstream Class Teacher:Pupil ratio and Special Class Teacher:Pupil set annually by the Department of Education (1:23 for mainstream classes and 1:6 for ASD classes respectively for the 2023/2024 academic year), or
- b) a parent/guardian 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

- c) a parent/guardian of a pupil fails to confirm in writing that they, and the enrolling pupil, accept and agree to abide by school rules, regulations and policies of the school as determined by the Board of Management of the school, or
- d) the pupil who is the subject of an application for a place in one of the school's ASD special classes does not meet the criteria for enrolment in one of the ASD special classes as detailed in Sections 4 and 5 of this policy.

Sacred Heart of Jesus N.S. is a Roman Catholic school and may refuse to admit as a pupil a child who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

6.1 Junior Infants to Sixth Class

Every effort will be made to enrol all applicants in Junior Infants to Sixth class. The number of places available in mainstream classes in the school in any given academic year is determined by the prevailing Mainstream Class Teacher:Pupil ratio set annually by the Department of Education (1:23 for mainstream classes for the 2023/2024 academic year). In the event that the number of applicants seeking enrolment in any of our mainstream classes from Junior Infants to Sixth class exceeds the number of places available, places will be allocated in sequential order according to the following priority categories to those applications that are received within the timeframe for receipt of applications as set out in our school's Annual Admission Notice:

Priority category 1

- Siblings and stepsiblings of children already enrolled in the school and children resident in the school's catchment area (the eldest child will have priority in this ranking). The school's catchment area comprises of the following areas in the Parish of Huntstown: Archer's Wood, Ashfield (not including Ashfield Court and Ashfield Park), Bramblefield, Carne Court, Castlewood, Deerhaven, Ferndale, Glenealy Downs, Huntstown (not including Huntstown Rise and Huntstown Lawn), Pheasant Run, Pinebrook, Pinewood Court, Shakleton Hall, Swallowbrook, Thornberry Square, Westhaven and Whatley Hall.

Priority category 2

- Children of current staff (the eldest child will have priority in this ranking).

Priority category 3

- Children residing outside the catchment area (the eldest child will have priority in this ranking).

In the event that two or more pupils tie for a place or places in any of the priority categories above (if the number of applicants exceeds the number of remaining places), a place or places will be allocated according to chronological age, i.e. older children in each category will have precedence over younger children/the eldest child will have priority in this ranking. If this process fails to offer a solution, applicant names will be drawn by lot by a person independent of the school.

6.2 ASD classes

Every effort will be made to enrol all applicants in our 3 ASD classes. The number of places available in the ASD classes in the school in any given academic year is determined by the prevailing ASD Special Class Teacher:Pupil set annually by the Department of Education (1:6 for the 2023/2024 academic year). In the event that the number of applicants seeking enrolment in any of our ASD classes exceeds the

number of places available, places will be allocated in sequential order according to the following priority categories to those applications that are received within the timeframe for receipt of applications as set out in our school's Annual Admission Notice:

Priority category 1

- Children who are already enrolled in our mainstream setting (the child with greatest level of need for the place will have priority in this ranking. An enrolment committee comprising of the chairperson of the Board of Management, principal and the school's Special Educational Needs coordinator will assess each application for a place in an ASD class received from a pupil in a mainstream class and assign a priority order to each application).

Priority category 2

- Siblings and stepsiblings of children already enrolled in the school and children resident in the school's catchment area (the eldest child will have priority in this ranking). The school's catchment area comprises of the following areas in the Parish of Huntstown: Archer's Wood, Ashfield (not including Ashfield Court and Ashfield Park), Bramblefield, Carne Court, Castlewood, Deerhaven, Ferndale, Glenealy Downs, Huntstown (not including Huntstown Rise and Huntstown Lawn), Pheasant Run, Pinebrook, Pinewood Court, Shakleton Hall, Swallowbrook, Thornberry Square, Westhaven and Whatley Hall.

Priority category 3

- Children of current staff (the eldest child will have priority in this ranking).

Priority category 4

- Children residing in the Dublin 15 area (the eldest child will have priority in this ranking).

Priority category 5

- Children residing outside the Dublin 15 area (the eldest child will have priority in this ranking).

In the event that 2 or more pupils who satisfy the enrolment criteria for enrolment to one of our ASD classes tie for a place or places in priority categories 2, 3, 4 and 5 above and the number of applicants exceeds the number of remaining places, a place or places will be allocated according to chronological age, i.e. older children in these categories will have precedence over younger children/the eldest child will have priority in these rankings. If this process fails to offer a solution, applicant names will be drawn by lot by a person independent of the school.

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 pupil on a waiting list for admission to the school:

1. a pupil's prior attendance at a pre-school or pre-school service;
2. the payment of fees or contributions to the school;
3. a pupil's academic ability, skills or aptitude, other than in relation to admission to the school's special classes in order to ascertain whether or not the pupil has the category of special educational needs concerned;
4. the occupation, financial status, academic ability, skills or aptitude of a pupil's parent(s)/guardian(s);
5. a requirement that a pupil, or his or her parent(s)/guardian(s), attend an interview, open day or other meeting as a condition of admission;

6. a pupil's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than as set out in 'Priority category 1' in Section 6.1 above and 'Priority category 2' in Section 6.2 above);
7. 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 our Annual Admission Notice 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 Sacred Heart of Jesus N.S. will be based on the following:

- the school's Admission Policy;
- the school's Annual Admission Notice; and
- the information provided by the applicant on the school's official Mainstream Enrolment Application Form or Coiscéim ASD Enrolment Application Form received during the period specified in the school's Annual Admission Notice for receiving applications.

(Please see Section 15 below in relation to applications received outside of the admission period and Section 16 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 timeframe set out in our Annual Admission Notice.

If a pupil is not offered a place in Sacred Heart of Jesus N.S., the reason(s) 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).

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

In accepting an offer of admission from Sacred Heart of Jesus N.S., a parent/guardian must indicate:

- (i) whether or not they have accepted an offer of admission for another school or schools. If a parent/guardian has accepted such an offer, they must also provide details of the offer or offers concerned; and
- (ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Note: If an applicant has applied or is offered a place in another school, parents/guardians must inform our school of same and provide final confirmation of acceptance of an offer of a place in our school by the due date as set out in our Annual Admission Notice.

Children's names and dates of birth are logged on the [DE POD system](#) and if a conflict occurs (due to enrolment in another school) we will request immediate confirmation of acceptance of an offer of a place in our school.

In the event that a pupil who has been allocated a place in our school does not attend school within 1 week of his/her designated 'starting' day, the Board of Management reserves the right to offer his/her place to another pupil, unless alternative arrangements have been agreed in advance between the parent/guardian of the pupil and the school. The onus is on the parent/guardian to contact the school and inform the school in writing or by email of circumstances which are likely to affect the pupil's attendance on the designated starting day.

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 Sacred Heart of Jesus N.S. on any of the following grounds:

1. the school or class level or class is oversubscribed. The number of places available in the school in any given academic year is determined by the prevailing Mainstream Class Teacher:Pupil ratio and Special Class Teacher:Pupil set annually by the Department of Education (1:23 for mainstream classes and 1:6 for ASD classes respectively for the 2023/2024 academic year);
2. the pupil, who is the subject of an application, has not reached the age of 4 years before September 1st of the school year of their proposed enrolment;
3. the pupil is deemed by the Board of Management to be too old for enrolment in our school;
4. the pupil is dually enrolled in 2 schools within the state at the same time;
5. the pupil who is the subject of an application for a mainstream placement has special needs and a multi-disciplinary report or equivalent does not make a recommendation for a mainstream placement (i.e. there is a recommendation for placement in a special class or special school setting);
5. the pupil who is the subject of an application for a place in one of the school's ASD special classes does not meet the criteria for enrolment in one of the ASD special classes. All applications for enrolment in one of our ASD special classes must be accompanied by an assessment report with a clear diagnosis of ASD by a professionally recognised psychologist. The application must also include a report from a relevant professional or team of professionals (for example, psychologist, speech and language therapist, occupational therapist, psychiatrist) stating that the pupil requires the support of an ASD class attached to a mainstream school based on their complex needs. If the pupil also presents with a General Learning Difficulty, it must fall within the Mild range of difficulties (as determined by a professionally recognised clinical or educational psychologist);
6. it is established that information contained on the application form is false or misleading;
7. it is established that important information has been withheld by a parent/guardian;
8. the parent/guardian fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice of the school;
9. the parent/guardian fails to comply with the requirements of 'acceptance of an offer' as set out in Section 10 above;
10. the parent/guardian, 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; and
11. the parent/guardian fails to confirm in writing that they, and the enrolling pupil, accept and agree to abide by school rules, regulations and policies as determined by the Board of Management of the school.

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

pupils. It allows a school to provide a patron or another board of management with a list of the pupils 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 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)

13. Waiting List in the Event of Oversubscription

A separate waiting list of pupils for **Junior Infants, Senior Infants to Sixth Class, and ASD classes** whose applications for admission to Sacred Heart of Jesus N.S. were unsuccessful due to the school being oversubscribed will be compiled in accordance with the priority categories in Section 6 above.

Placement on the waiting lists of Sacred Heart of Jesus N.S. 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.

Offers of any subsequent places that become available 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 waiting list.

The waiting list of pupils for **Junior Infants** remains valid until **June 30th** for the school year in which admission is being sought. The waiting lists for **Senior Infants to Sixth class and the ASD classes** remain valid until **June 30th** for the school year in which admission is being sought.

All waiting lists expire at the end of each school year. Unsuccessful applicants may re-apply for a place for the following year by the due date set out in our school's Annual Admission Notice.

14. Late Applications

All applications for admission received after the closing date as set out in our school's Annual Admission Notice will be considered and decided upon in accordance with the school's Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be offered a place if there is a place available. In the event that there is no place available, the applicant will be added to the waiting list (if any).

If 2 or more late applications are received on the same day, applicants will be offered a place if available or, if not, placed on the waiting list according to chronological age, i.e. older children will have precedence over younger children/the eldest child will have priority in this ranking. If this process fails to offer a solution, the names will be drawn by lot to determine each applicant's place on the waiting list.

15. Procedures for Admission of Pupils to Other Classes (Senior Infants to Sixth Class and ASD Classes) and During the School Year (Junior Infants to Sixth Class and ASD Classes)

The procedures of the school in relation to the admission of pupils to classes from Senior Infants to Sixth class and to our ASD classes are as set out in Section 4 to Section 14 (inclusive) above.

If a place is available after the commencement of the school year in which admission is sought, the place is offered to the next applicant on the waiting list. The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as set out in Section 4 to Section 14 (inclusive) above.

Note: Applications for admission to Junior Infants will be accepted throughout the school year from parent(s)/guardian(s) of pupils who are transferring from Junior Infants in another school within the state or an equivalent class to Junior Infants outside the state, and are attending that school at the time of application. The admission process and procedures are set out in Section 4 to Section 14 (inclusive) above.

16. Declaration in Relation to the Non-Charging of Fees

The Board of Management of Sacred Heart of Jesus N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

Note: Sacred Heart of Jesus N.S. **does not** have enrolment fees/school fees or request a “voluntary contribution” from parents/guardians. Our school operates a book rental scheme, whereby parents/guardians are asked to pay book rental money **directly to the school in full** in June, prior to the start of the school year. This ensures each child has books in his/her classroom room on their first day of school or on their return to school after the Summer holidays.

17. Arrangements Regarding Pupils not Attending Religious Instruction

The following are the school’s arrangements for pupils, where the parent(s)/guardian(s) has/have requested that the pupil 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)/guardian(s) or the pupil, 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/guardian of the pupil may request the Board of Management of Sacred Heart of Jesus N.S. to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 **within 2 weeks from the date on the letter and/or email of notification by the school to the parent(s)/guardian(s).**

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.

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/guardian of the pupil may appeal a decision of Sacred Heart of Jesus N.S. 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.

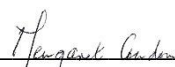
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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 **within 2 weeks from the date on the letter and/or email of notification by the school to the parent(s)/guardian(s).**

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 **within 2 weeks from the date on the letter and/or email of notification by the school to the parent(s)/guardian(s).**

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.

Signed: 
Margaret Condon
Chairperson Board of Management

Date: 23rd November 2022