



Admission Policy of St. John of God School

School Address: Islandbridge, Dublin 8

Roll number: 19151C

School Patron: Archbishop of Dublin

School Trustees: Saint John of God Hospitaller Services Group clg.

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 XX/XX/2023. 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. John of God 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

St. John of God School is a Catholic co-educational School under the Patronage of the Archbishop of Dublin and the Trusteeship of the Saint John of God Hospitaller Services Group clg.

Hospitality, Respect, Compassion, Justice and Excellence are the Values of the Hospitaller Order Saint John of God. These Values ensure that the Ethos and Spirit of the Roman Catholic Faith is lived out and experienced by all the pupils, teachers, special needs assistants, ancillary staff and all involved with St. John of God School. These values are the essence of Ecumenism and ensure that all pupils, whatever their Faith or Belief, are welcome in our School.

The school provides religious education for 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 St. John of God School shall uphold, and be accountable to the patron and the trustees 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.

St. John of God School provides education for pupils between four and eighteen years of age with moderate general learning disabilities (GLD). One additional class is designated for students with Severe/Profound GLD and maximum of three classes for students with Autistic Spectrum Disorder (ASD) who also have Moderate GLD. The school is not a therapeutic school for pupils with significant emotional and behaviour difficulties.

St. John of God School aims to give the highest quality of education to its pupils and wants each individual pupil to grow to his/her full potential. The goal is that this education will prepare each pupil for life to the best of his/her ability.



The mission of St. John of God School is to provide education appropriate to each pupil's needs. It seeks to achieve this through a developmental life skills programme, suitable instructional strategies and learning materials. The mission of St. John of God School is encapsulated in the motto, "**Real Education for Real Life**".

Referral Procedures

The school welcomes referrals for enrolment of any pupil who, on assessment, is functioning within the above range of learning disability and that this learning disability is her/his primary special educational need. The school provides an educational service to children residing mainly in the Local Health Office Areas 3, 4, & 5

Application forms are available from the school website stjohnofgodschool.com or from the school office : info@stjohnofgodschool.com or phone 01 6741534. Application forms should be completed by the parent or legal guardian of the applicant. If a third party, acting on behalf of a parent, refers a young person to the school, it is expected that it is with the parents' agreement. The person referring the young person to the school is the person the school will enter into correspondence with.

Completed application form should be accompanied by a recent Psychological Assessment and if appropriate, School Reports. The Psychological Assessment should recommend a Special School placement and clearly show the cognitive functioning of the student operating at moderate, severe or profound general learning disabilities.

Other relevant clinical reports such as Psychiatric, O.T. or Speech and Language should be provided if available.

Completed Applications including Application form and psychological assessment should be sent to info@stjohnofgodschool.com or by post, addressed to:

The Principal, St. John of God School, Islandbridge, Dublin 8.

Applicants will be informed in writing as to the decision of the school, within the timeframe outlined in the annual admissions notice.

3. Admission Statement

St. John of God Special School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) 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.

St. John of God School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. John of God School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.



Special schools

St. John of God School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

4. Category of Special Educational Needs catered for in the school.

St. John of God School with the approval of the Minister for Education and Skills, provides an education exclusively for pupils with Moderate General Learning Disabilities, maximum one class for pupils with Severe or Profound General Learning Disabilities and maximum three classes for pupils with Autism Spectrum Disorder and Moderate General Learning Disabilities.

5. Admission of Students

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

Special School

St. John of God School provides an education exclusively for pupils with Moderate General Learning Disabilities, maximum one class for pupils with Severe or Profound General Learning Disabilities and maximum three classes for pupils with Autism Spectrum Disorder and Moderate General Learning Disabilities and may refuse admission to a pupil, where the pupil does not have the specified category of special educational needs provided for by this 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:

Criteria for Acceptance:

All applicants will be evaluated using the following criteria:

- The applicant meets the profile of the school.
- Completed applications have been received by the closing date.
- There is an age appropriate/ disability category place available in the school.
- That the applicant's medical needs can be safely managed by staff.
- The Health and Safety needs/rights of the applicant and/or other pupils are not compromised.



- The school has capacity to provide for the needs of the applicant in the light of the necessary resources available to it.
- The Parents/Guardians willingness to confirm in writing that the Code of Behaviour of the school is acceptable to him or her.

Selection Procedure:

- All applications are assessed by the Admissions Advisory Team based on the criteria outlined above. The Admissions Advisory Team is approved by the Board of Management and consists of the Principal, Deputy Principal and Post Holder.
- The Admissions Advisory Team commences its work immediately after the closing date as outlined in the Annual Admissions Notice. At its first meeting, the school Principal advises the team of the number of vacancies in the school for the coming Academic Year and the age profile and classes where these vacancies occur.
- The Admissions Advisory Team will on occasions seek the professional services of a psychologist who provides psychology services to the school in assisting to ensure that the applicant meets the enrolment criteria for St. John of God School.

In the event of a disability category being oversubscribed, priority will be given to students based on the distance of the school from their primary residence, starting with the student whose primary residence is the shortest travelling distance from the school.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply: priority will be given to students based on the distance of the school from their primary residence, starting with the student whose primary residence is the shortest travelling distance from 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 student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions
- (c) a student's academic ability, skills or aptitude;
other than in relation to:
Admission to St. John of God School insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student'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.

8. Decisions on applications

All decisions on applications for admission to St. John of God 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 application.

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 St. John of God school, you must indicate—

- (i) 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
- (ii) 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 St. John of God School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) 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.
- (iii) 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
- (iv) 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.



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 St. John of God School were unsuccessful due to the school being oversubscribed will be compiled according to category of disability and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. John of God 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.

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, firstly to those whose category of disability matches the vacancy, 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.

A school place will be offered to a late applicant, where there is still a place in the school and providing, they satisfy the criteria for acceptance. If there is no vacancy, the student will be placed on the waiting list.

15. Procedures for admission of students to other years and during the school year

St. John of God School accepts Applications from Parents/Guardians, of students of all age groups as outlined in the school's Admission Policy. All applications must be submitted within the timeframe for receipt of applications as set out in the school's Annual Admission Policy.

Offers of places that become available after the commencement of the school year in which admission is sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which students have been placed on the list.

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

This rule applies to all schools.

The Board of St. John of God 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 or in the case of a student who has reached the age of 18 years, the student, who has requested that the student 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) of the student, 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 of the student, or in the case of a student who has reached the age of 18 years, 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 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, or in the case of a student who has reached the age of 18 years, 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.

Signed: Br. Gregory Mc Crory Date: 20-12-2022
Br. Gregory Mc Crory, O.H.
Chairperson Board of Management