Admission Policy of St. Paul's Primary School

Abbeylands, Navan, Co. Meath. C15 V067

Roll number: 19671F

School Patron: Bishop of Diocese of Meath, Bishop Thomas Deenihan

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 8th September 2026. It will be published on the school's website from 10th September 2026 and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Paul's Primary 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 (Enquiry Enrolment Form) is published on the school's website or by emailing info@stpaulsschool.ie and will be made available in hardcopy to any person who requests it.

As agreed with the Patron and the other schools of the Parish, St. Paul's Primary School has a maximum annual Junior Infant intake of 78.

2. Characteristic Spirit and General Objectives of the School

St. Paul's Primary School is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath.

"Catholic Ethos" in the context of a 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 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 with other people; and
(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, 1998 the Board of Management of St. Paul's Primary 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.

St. Paul's Mission Statement and General Objectives of the school.

St. Paul's Primary School is a Catholic school serving the Navan area, committed to the principles of the Primary Curriculum Framework. The school values each child's uniqueness and aims to nurture all aspects of their development—spiritual, moral, cognitive, emotional, imaginative, aesthetic, social, and physical. The curriculum is designed to help children live fully, reach their individual potential, grow socially, and prepare for lifelong learning.

St. Paul's strives to create a safe, welcoming, and inclusive environment where children are both cherished and challenged through engaging and meaningful learning experiences. Deeply rooted in the parish and in partnership with parents and the Church, the school promotes the Catholic faith through religious education, sacramental preparation, and by fostering respectful relationships among all members of the school community.

The school celebrates diversity and is committed to equity, offering additional support to children with special needs, language challenges, or from marginalized backgrounds. Respect, dignity, and partnership are central values, reflected in strong community ties and collaborative engagement with families. St. Paul's promotes lifelong learning for

students and staff alike and invites parents to support shared educational values at home and in school.

Mol an óige is tiocfaidh sí.

3. Admission Statement

St. Paul's Primary 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 religious 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. Paul's Primary School will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 required to do so by the Council.

St. Paul's Primary School will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998

All denominational schools
St. Paul's Primary School is a school whose objective is to provide education in an environment which promotes certain religious values. It 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.

4. Categories of Special Educational Needs catered for in the school/special class

St. Paul's Primary School, with the approval of the Minister for Education and Youth, has established two classes to provide an education exclusively for students with Autism.

Criteria for Enrolment:

If the school has an available place within the appropriate ASD class, a child will be offered a place when all of the following requirements have been met:

A professional report(s) outlining:

1) Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

2) A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

3) Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

4) A letter of Eligibility from the NCSE, as per Circular 0039/2025, confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism.

As per Circular 0063/2026, a parent notification portal is now available on the NCSE website for families seeking specialist placements for the 2027–28 school year. Please note that the NCSE are no longer issuing letters for the 2026–27 school year. Therefore, any pupil seeking a placement should be directed to the portal to obtain a Letter of Eligibility.

For your convenience, you can access the portal here:

https://www.ncse.ie/parents/current-application-processes/parents-notify-special-class-special-school-placement/parents-notify-form/

AND

5) A fully completed application form must be filled in by the parents and any relevant reports, as mentioned above, must be submitted to the school. The completion of an application form does not constitute an offer of a place.

Places will be offered in order of the following criteria:

1. Applicants who are currently enrolled in the school.

2. Siblings or step-siblings* of students currently enrolled in St. Paul's Primary School.

3. Children who reside within Navan Parish (Nearest to the school first, calculated using the mapping system Google Maps – walking mode).

4.Children who live outside the Navan Parish.

In the event of applications for enrolment exceeding, or being expected to exceed, the number of places available, the Admissions team will allocate places using the above criteria and in that order. If the number of applicants under category (1) outnumbers the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.

If the school authorities and relevant professionals, in consultation with parents/guardians, form the opinion that the child's placement in our ASD Class is not the appropriate placement to meet the child's needs an alternative placement will be considered. These reviews take place on an ongoing basis throughout their time in St. Paul's ASD Class.

* For the purpose of this policy the term siblings include children who are step-siblings, half-siblings and children who are being fostered by a family of current pupils of St. Paul's Primary School.

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.

All Denominational Schools

St. Paul's Primary School is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the 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. Applicants within each criteria category will be prioritised in descending order of age beginning with the eldest until all remaining places have been allocated.

St. Paul's Primary School use the following selection criteria:

1) Siblings or step-siblings* of students currently enrolled.

2) Children who reside within the Primary Catchment Area as outlined in Appendix 1.

3) Children of Staff.

4) Children who reside inside Navan Parish.

5) Children who reside outside Navan Parish.

* For the purpose of this policy the term siblings include children who are step-siblings, half-siblings and children who are being fostered by a family of current pupils of St. Paul's Primary 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:

If there is a tie for the last remaining place on the basis of same date of birth, the time of birth as it appears on the applicant's birth certificates will be the determining factor (the remaining school place will be allocated to the applicant with the earlier time of birth).

Where multiple birth siblings (twins/triplets) are tied for the last remaining place both/all will be admitted, by way of exception.

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 (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;

(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; other than, as outlined in our selection criteria based on siblings of a student attending 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 2026 only).

8. Decisions on applications

All decisions on applications for admission to St. Paul's Primary 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 14 below in relation to applications received outside of the admissions period and section 15 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.

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. Paul's Primary 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. Paul's Primary 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.
Section 66(6) allows a school to provide a patron or another board of management with a list of the students 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 student'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

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. Paul's Primary 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. Paul's Primary 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.
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 students on the waiting list, 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.

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 if there is place 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 13.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Parents/guardians seeking to enrol their child/children in St. Paul's Primary School are requested to complete an enquiry enrolment form. This form can be requested by emailing info@stpaulsschool.ie or at the school office. Pupils may be enrolled during the school year where space allows. Pupils wishing to transfer from another school are enrolled subject to the rules governing National Schools, as well as our own school's enrolment

policy. Under the terms of The Education Welfare Act (2000) information concerning attendance and the child's educational progress are to be provided by the school from which the child is transferring upon acceptance of a place in St. Paul's Primary School. Children seeking to enrol in classes other than junior infants will be enrolled at the same class level as the class they are transferring from.

Applications will be accepted at any stage during the year. A response will be given by the school within 21 days of receiving the application. Places, if available, will be allocated and offers will be sent by letter. If there are no school places available, the names of children for whom an enrolment application form has been submitted will be placed on a class waiting list.

When accepting an offer of a school place parents/guardians must accept by returning the registration form to the school within 10 calendar days from the date indicated on the letter. In order to complete the registration process, an original Birth/Adoption certificate and proof of address (utility bill issued within the past three months) must be brought into the school with the completed registration form. Copies of the Birth/Adoption certificate and proof of address will be retained by the school. Failure to return the relevant documentation to the school within the 10 calendar days will result in the withdrawal of the offer and the place being offered to the next eligible child. Please note it is the responsibility of parents/guardians to update the school of any change to their personal details (address, phone number, email etc.) as necessary.

Children's names will not be kept on any waiting list past August 31st of any year. Therefore, a parent/guardian who was not offered a place must re-apply if they wish to seek a place for their child again in the following year i.e. waiting lists are not carried over from year to year.

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

The board of St. Paul's Primary 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 have requested that the child attend the school without attending religious instruction. 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) or 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 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 Youth.

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 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 Youth.

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 Youth.

Appendix 1

St. Paul's Primary School Primary Catchment Area:

Flowerhill: Estates off Flowerhill (Blackcastle Lodge, Herbert Place, Flower Hill Crescent, Flower Hill Grove. Apartments off Flowerhill (Mill Lane, St. Gabriel's)

Proudstown Road: Main Proudstown Road, Beaufort Place, Russell Court, Troytown Heights, Tara Glen Hall.

Rathaldron Road: Blackwater Heights, Abbeylands Crescent, Beaufort Abbey, Main Rathaldron Road, Abbey Cresent, Silverlawn, Blackwater Abbey, Ferndale, Rathaldron Court, Abbeygrove, Abbeyville, Ard na Gréine.