



St Joseph's National School

Mulhussey, Kilcock, Co. Meath W23T8YC

office@maolhosaens.com www.mulhusseyns.com

Tel: 01 6285513 Principal: Ms. Karen Murray Roll No:18887A



Admissions Policy

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 7th of December 2022. 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. Joseph's N.S. 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.



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2. Characteristic spirit and general objectives of the school

St Joseph's N.S is a co-educational primary school with a catholic ethos under the Patronage of Bishop Tom Deenihan. 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 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 Joseph's 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.

St. Joseph's National School (Mulhussey) supports the principles of inclusiveness, equality of access and participation in the school, of parental choice in relation to enrolment and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.



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3. Admission Statement

St Joseph's N.S. 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

St. Joseph's NS will co-operate 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.



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

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.



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St. Joseph's 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.

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed
- 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

St. Joseph's N.S. 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.

5. 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.



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Admission of pupils to Junior Infants

The following conditions must be met for application for admission into Junior Infants:

- A fully completed enrolment application form, duly signed and dated, must be returned not later than the closing date.
- The official application form must be used. This is available for download from the school's website at www.mulhussey.ie and/or in hard copy on request, from the school. A separate form must be used in respect of each child's application.
- The following documentation must accompany a fully completed, signed & dated application form, which must be submitted no later than the closing date in order for the application to be considered a "complete application":
 - Copy of the applicant's birth certificate
 - Proof of address in the form of a utility bill in the name of one of the Parents, which must be dated no later than six months prior to the closing date.

All pupils shall be enrolled as per his/her name on his/her official birth certificate.

Criteria used to prioritise children for Junior Infants

1. A sibling who is a pupil of the school at the time of enrolment resident at the same address.
2. Children who reside in the parish of Kilcloon
3. Children of staff
4. Children living outside the parish of Kilcloon and who reside in Kilcock or Maynooth.
5. All other applicants



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In the event that there are two or more students tied for a place, the following arrangements will apply:

1. Applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.
2. If this process fails to offer a solution and two or more applicants remain tied for a place, the last remaining place by virtue of shared date of birth, the remaining available place will be given to the oldest by virtue of time of birth recorded on the birth certificate. If twins are tied for the last remaining place, by way of an absolute exception both will be admitted.

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 student on a waiting list for admission to the school:

- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;



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- the date and time on which an application for admission was received by the school (once the application is not late),

7. Decisions on applications

All decisions on applications for admission to St. Joseph's 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

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 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.



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9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Joseph's N.S., 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.

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. Joseph's N.S. 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'



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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 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:

- an application for admission to the school has been received,
- an offer of admission to the school has been made, or
- an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- the date on which an offer of admission was accepted by an applicant;
- 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).

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 students whose applications for admission to St. Joseph's N.S. 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 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.



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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.

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.



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

The following criteria apply when an application for enrolment into any mainstream class (including Junior Infants after the 1st October) prior to or during the academic year is under consideration:

- i. That optimum arrangements of existing pupils for teaching and learning purposes are maintained
- ii. That a place exists in the relevant class/es, taking all relevant circumstances into account, e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
- iii. St. Joseph's N.S. is limited to its current accommodation of 4 mainstream classrooms. Consequently, the maximum number of pupils that may be enrolled is capped at 110 pupils in the mainstream classes.

Pupils will be enrolled in age appropriate class/es once the following criteria have been met:

- The official application form, which is available for download from the school's website at www.mulhusseyins.ie and/or in hard copy on request from the school, must be fully completed, dated and signed by the parents/guardians
- All requested documentation must be furnished i.e. a copy of the applicant's birth certificate
- A separate form must be completed for each child
- The BoM is not obliged to consider applications which are incomplete and/or not signed and /or not dated and/or do not include the required documentation.



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- The availability of a place, in a specific class, will be determined in the context of the overall number of pupils which the school can accommodate at the time the application is made and in addition taking into consideration other relevant circumstances e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn and it being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list
- Written notification of the decision regarding the application will be issued to parents/guardians within 21 calendar days of receipt of the fully completed, signed and dated application form.

Parents/guardians of applicants who have been offered a place must inform the school in writing by completing the enrolment acceptance form within 7 calendar days. Failure to do so will result in the place being forfeited and the place being reallocated.

If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.



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Applicants who are not successful in securing a place for classes, other than Junior Infants up to the 30th September, will be placed on a separate waiting list. Any such waiting list will be prioritised in the following order:

1. A sibling who is a pupil of the school at the time of enrolment resident at the same address.
2. Children who reside in the parish of Kilcloon
3. Children of staff
4. Children living outside the parish of Kilcloon and who reside in Kilcock or Maynooth.
5. All other applicants

In the event of any of the above categories being oversubscribed, the date and time of receipt of a completed application will determine the order of priority within that particular category.

A place on a waiting list expires at the end of the academic year for which the application was made.

15. Enrolment of Students with Disabilities or Special Education Needs

In relation to applications for the enrolment of children with special needs, it is open to the Board of Management to request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.



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

The Board of St. Joseph's 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 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

Religious instruction takes place daily. The school is using the Grow in Love Programme. There will be times throughout the year when the children attend assemblies where there is a religious focus and children making sacraments will visit the local church.

If parents request 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.



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18. Reviews/appeals

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.



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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 or due to a reason other than the school being oversubscribed

Success Criteria

The success of this policy will be assessed at the end of each school year by the teaching staff.

Implementation Date: This policy was reviewed in December 2022, 2023, 2024 & 2025

Review Date: November 2026

Ratified by the Board of Management

Signed: John J. Keane Chairperson, Board of Management

Date: 19/11/2025

Signed: Karen Murray Principal

Date: 19/11/25

