

Admission Policy of Saint Patrick's Infants School

School Address: Gardiner's Hill, Cork

Roll number: 18154D

**School Patron/s: Bishop Fintan Gavin (Cork and Ross)
(and the Trusteeship of the Congregation of St Joseph's)**

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 25/9/2020. 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 Saint Patrick's Infants 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.

As a Roman Catholic School, St. Patrick's Infants School aims to promote the full and harmonious development of all pupils' cognitive, intellectual, physical, cultural, moral and spiritual abilities and understanding.

The school caters for Junior and Senior Infants. There is also an Early Intervention Class in the school which caters for pupils with ASD. It is an inclusive school and caters for children of all abilities.

There are currently 14 full time teachers, including the Principal and 6 support teachers. Special Needs Assistants are also employed in the school.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

2. Characteristic spirit and general objectives of the school

Founded in 1958, St. Patrick's Infants School is a Roman Catholic Primary School recognised and funded by the Department of Education and Skills as a co-educational primary school under the patronage of the Bishop of Cork and Ross, Bishop Fintan Gavin and of the Trusteeship of the Congregation of St Joseph's.

Mission Statement: "We aim to educate our children in a caring catholic environment allowing each individual child to develop to his/her unique potential."

"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 Saint Patrick's Infants 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. Patrick's Infants School operates under the Rules for National Schools and Department Circulars and is funded by grants. The staff is resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Needs Act (2004), the Equal Status Act (2000) and all other relevant legislation.

St. Patrick's Infants School follows the curricular programmes laid down by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998) and in accordance with Admissions to Schools Act (2018). School policy therefore must pay due regard to the resources and funding made available to it.

3. Admission Statement

Saint Patrick's Infants 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.

Within the context and parameters of department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available this school supports the principles of

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- Equality of access and participation in the school no child will be refused admission for reasons of ethnicity, special needs, disability, language/ accent, gender, traveller status, asylum seeker/ refugee status, religious/ political beliefs and values, family or social circumstances.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Parental choice in relation to enrolment

Saint Patrick's Infants school is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Saint Patrick's Infants School 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.

Saint Patrick's Infants School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the

Minister and may refuse to admit to the class a student who does not have the category of needs specified (ASD).

Saint Patrick's Infants School is a school whose objective is to provide education in an environment which is welcoming and does not discriminate, where it refuses to admit as a student, a prospective pupil once its accommodation capacity has been reached.

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

Saint Patrick's Infants School is a mainstream school. Saint Patrick's Infants School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of ASD. Pupils with Special Educational Needs are catered for by their mainstream class teacher with the support of the Special Education Team.

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

Saint Patrick's Infants School is a Catholic school and may refuse to admit as a student a person who is not of Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

Saint Patrick's Infants School may refuse to admit as a student, a prospective pupil, where it is proved that its accommodation capacity has been reached.

The special class attached to Saint Patrick's Infants School provides an education exclusively for students with a diagnosis of ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Application Procedure

Provision of Key Information by Parents

Application forms are available in the school office or on the school website. Parents seeking to enrol children should return a fully completed application form with an original birth/adoption certificate to the school. A Baptismal Certificate if appropriate must accompany this form.

In order to ensure that the school can provide the services required for individual students it is necessary to ascertain general information on the pupil's health, specific requirements and educational experience that they may have.

Certain information will be required when notification of enrolment is made. *The Board provides a specific enrolment application form for this purpose. Such information includes:*

- *Pupil's name, age and address;*
- *Names and addresses of pupil's parents/guardians;*
- *Contact telephone numbers;*
- *Contact telephone numbers in case of emergency;*
- *Details of any medical conditions which the school should be aware of;*
- *Religion;*
- *Previous schools attended, if any, and reasons for transfer, if applicable; and*

Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000 and 2002) or Education for Persons with Special Educational Needs Act (2004).

- Children enrolled in the Primary School, are required to cooperate with and support the school's Code of Behaviour as well as all other policies including the wearing of the school uniform. Parents/ Guardians are responsible for ensuring that their child/children cooperate with these policies in an age-appropriate way. A copy of the Code of Behaviour and a copy of the Ethos Statement will be issued to all parents and each parent will be requested to sign an undertaking to uphold the Code of Behaviour. These policies may be added to and revised when necessary. These policies are available to be viewed through our website or on site in the school.
- It is the policy of Saint Patrick's Infants School that a child enrolling in Junior Infants will be 4 years old on or before the 31st of August of that academic year.
- In the unlikely event that any of the criteria for admission are not met the case must be presented in writing by the parent(s) or guardians, TUSLA and other relevant agencies to the Board of Management for approval prior to acceptance into the school. The Board's decision will be communicated to the parent(s)/guardian and the proposed class teacher. The Board of Management respects parental choice in relation to enrolment; provided the enrolment criteria are fulfilled and also all recommendations of TUSLA and other relevant agencies will be considered.

Children with special needs are welcome to apply for admission to the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing needs of the child and to profile the supports in place or required before the child is admitted to the school. This may include visiting teacher service, special education team teacher, special needs assistants etc., specialised equipment or furniture, transport services etc.

Parents are asked on the application form to list, detail and attach any reports/assessments/needs their child has had since the time they were born, or any concerns they may have about their child's behaviour or needs. If the Board of Management becomes aware in September (or earlier or later than September) that parents did not disclose honestly the needs of their child on the application form or withheld reports, the child's admission to the school may be deferred until the Board of Management has time to assess how the school could meet the needs specified in reports and until resources are in place to meet the child's needs.

Having received an application form, the school may invite the parents to a meeting, before enrolment of the child, to discuss the child's needs. The Board of Management of Saint Patrick's Infants N.S., through the Principal, will request a copy of all of the child's medical and/or psychological report/s. If this is not available the Board will request that the child be assessed immediately. This report is requested to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required.

The Board of Management will endeavour to have all supports in place before the child is admitted to the school.

Where the Board deems that resources are required, the Principal, on behalf of the Board of Management will apply to the Special Education Needs officer (SENO) for the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following: teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. If the SENO does not sanction the resources necessary to meet the child's needs the Board of Management will appeal the decision of the SENO.

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 to be used:

1. Brothers and sisters of children already enrolled (including step siblings resident at same address)
2. Children of staff members in St. Patrick's Schools.

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 the applications within categories exceed the number of places available, older children will have precedence
- If, in the event that one place is available and the next two children are twins; both will be taken

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a preschool or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start preschool, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (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 2025 only).

8. Decisions on applications

All decisions on applications for admission to Saint Patrick's Infants 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.

- The Board of Management determines the maximum number of children in the school based on the recommended enrolment as laid out by the Department of Education and Skills.

An acknowledgement of receipt of application will be issued within 21 days of application for enrolment. Further confirmation will be issued nearer the date for admission. If further information is required, for example, completion of the enrolment form, additional medical or other professional reports, birth certificate etc., the application will not be treated as complete until such time as all requested information has been provided. On provision of the same a letter will be issued within 21 days stating the decision of the Board of Management.

- In determining enrolment the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation.
- Decisions in relation to application for enrolment are normally made by the Principal in accordance with this policy ratified by the Board of Management. In certain incidents the applications may be referred to the B.O.M for decision.

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 Saint Patrick's Infants 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 Saint Patrick's Infants 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 Saint Patrick's Infants 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 Saint Patrick's Infants 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 a 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 other than the school's intake group are as follows:

The Board of Management will facilitate the enrolment of pupils who wish to transfer to Saint Patrick's Infants School from another school at the commencement of the school year subject to

- a) A place being available in the particular class
- b) Compliance with the requirements of this Admission Policy

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

Pupils may transfer to the school at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Skills.

- Pupils, who are transferred to St. Patrick's Infants National School from another school, will be asked to provide certain information as follows: letter of transfer from the school from which they are transferring stating the class which the child was enrolled in together with the details of attendance, absences and educational experience, special educational needs or circumstances in accordance with rules of the Department of Education and Skills.

- In the event of a child transferring from our school to another school enrolment details and educational data will be transferred to that school unless specifically requested in writing by a child's parents/guardians not to do so.
- Parents/guardians who are enrolling a child in St. Patrick's Infants National School who is over the age of six and who has not previously attended school will have to account for education received to date by the child/ ward and to consent to the child being assessed by the Special Education Team/relevant support services.
- Parents/guardians who do not wish their child/ward to attend religious education classes must inform the class teacher and Principal in writing and make arrangements for their child's supervision during these times.
- The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.
- The right of every child to an education in the school of his/her choice has been considered.
- Enrolment at the school is conditional on adherence to the school's Code of Behaviour.

The registration process is initiated on receipt by the school application form. This form must be signed and dated by one or both parents/guardians. The form will be date stamped on receipt by the school.

Telephone calls or personal visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

A child's name, date of birth, address and parent/guardian up to date contact number(s) are recorded in the school record of applications.

The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined in this policy and does not confer admission to the school.

Following an evaluation of applications on the basis of the criteria outlined in this policy, the Principal will make a recommendation to the Board by forwarding the school record of applications which meets the criteria outlined in this policy to the Chairperson. Once an enrolment list is approved by the Chairperson, all applicants will be notified in writing of the outcome.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

The Board of Management will facilitate the enrolment of pupils who wish to transfer to Saint Patrick's Infants School from another school after the commencement of the school year subject to

- a) The school not being oversubscribed
- b) A place being available in the particular class
- c) Compliance with the requirements of this Admission Policy

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

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

This rule applies to all schools.

The Board of Saint Patrick's Infants 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 of 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:

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the entire school day, children of other faiths or none, *where request is made in writing*, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths. Children may be given alternative activities at Religion time and while we respect those of different faiths and none beliefs, we also expect that those also respect our times of prayer, etc. during each school day.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) 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 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 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.

Roles and Responsibility

This policy will be supported, developed and implemented by the Principal and Board of Management of Saint Patrick's Infants N.S.

Roles of the Board of Management

- To ensure that a policy is in place and that the policy is adhered to
- To appraise and review this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate
- To decide on appeals by parents/guardians with respect to any decision(s) made by the Board of Management.

Success Criteria

The Principal in conjunction with the Board of Management will monitor and evaluate the policy to see that it is effective.

This evaluation will take place annually.

The Board of Management will monitor the implementation of all aspects of this policy and review and amend the policy as required, with particular emphasis placed upon

- Effective management placed on the application process
- Clarity and transparency relating to the process
- Applicants informed in good time regarding the status of their application, particularly in the case of refusal to enrol.

Ratification and Review:

Parents were notified of its existence and were invited to look and comment on the policy, which was displayed in the school's Reception and on the school's website.

This policy will be distributed to all Board of Management members at meeting level. A copy will be given to Parents' Association representatives. It will be available to parents on the school website and as a hard copy in reception. It will be communicated to teachers and Special Needs Assistants via the school G suite and via a hard copy in reception.

- **Review and Ratification:**

This policy was reviewed by the Board of Management in May, 2020.

The reviewed policy was ratified by the Board of Management on the 29th of September, 2020.

Next review of this policy will occur before the end of the school year 2021/22.

Signed: *Stephen Moroney*

Chairperson, Board of Management

Date: 29/9/2020