

# **Common Application & Enrolment Policy 2025 (C.A.E.P)**

For

St. Brigid's & St Patrick's NS, Bóthar Brugha, Drogheda  
Roll No. 20508B

St. Joseph's CBS, Sunday Gate, Drogheda  
Roll No. 17059E

St Oliver's NS, Ballymakenny Rd, Drogheda  
Roll No. 20349H

Presentation Primary School, Ballymakenny Rd, Drogheda  
Roll No. 00851C

**Patron:**

Archbishop of Armagh  
Eamon Martin

## 1. Introduction

The four schools are:

- St. Brigid's & St. Patrick's NS, Bóthar Brugha, Drogheda
- St. Joseph's CBS, Sunday Gate, Drogheda
- St. Oliver's NS, Ballymakenny Rd, Drogheda
- Presentation Primary School, Ballymakenny Rd, Drogheda

They will be referred to throughout the policy document as the C.A.E.P. schools. The common application and enrolment policy will be referred to as C.A.E.P. This policy has been drawn up by the Boards of the above-named schools in consultation with the patron, the teaching staff and parents.

The above schools operate under the Rules for National Schools (1965), The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

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 in November 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 the C.A.E.P schools' admission process are set out in each school's annual admission notice which is published annually on each school's website at least one week before the commencement of the admission process for the school year concerned. Information about this will be communicated by the Boards of Management to the school community through appropriate channels.

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.

This policy is set out in accordance with the provisions of the Education Act, 1998 and the Education Welfare Act 2000. The Boards of Managements of all four stated national schools in St. Peter's Parish, Drogheda trust that by so doing, parents/guardians will be assisted in relation to enrolment matters.

The four schools in the Common Application Enrolment system are all situated in St. Peter's Parish Drogheda. The schools are Catholic schools under the patronage of Archbishop Eamon Martin of Armagh. "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 pupil including intellectual, physical, cultural, moral and spiritual aspects;
- b) A living relationship with God and with other people
- c) A philosophy of life inspired by the belief in God and in the life, death and resurrection of Jesus
- d) The formation of 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 such ethos and characteristic spirit as maybe 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 Boards of Management of the four schools 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.

The schools model and promote a philosophy of life inspired by belief in God and in Christian values. The Catholic school provides religious education and promotes the formation of the pupils in the Catholic Faith.

## **General School Information:**

### **1. St. Brigid's & St. Patrick's NS**

Bóthar Brughá, Drogheda, Co. Louth  
Roll Number: 20508B  
Denominational Character: Catholic  
Tel: (041) 9837133 & (041) 9832800  
School Status: DEIS Band 2  
Gender: Coeducational (boys & girls)

### **2. St. Joseph's CBS**

Sunday Gate, Drogheda  
Roll No: 17059E  
Denominational Character: Catholic  
Tel: 041 9833620  
School Status: DEIS Band 2  
Gender: Coeducational (boys & girls)

*\*St Joseph's C.B.S operates under the trusteeship of the Edmund Rice Schools Trust*

***From September 2020 parents have had the option of enrolling boys and girls in junior infants in the school (subject to the availability of places), growing year on year to become a complete vertical co-ed school (junior infants to sixth class) by 2028. It is an all-boys school from 5<sup>th</sup> to 6<sup>th</sup> class and does not discriminate where it refuses to admit a girl applying for admission to this school.***

### **3. St Oliver's NS**

Ballymakenny Road, Drogheda  
Roll No: 20349H  
Tel: 041 9804578  
Denominational Character: Catholic  
Gender Orientation of School: Co-Educational (boys & girls)

***St Oliver's to continue as a vertical coeducational school as heretofore.***

### **4. Presentation Primary School**

Ballymakenny Road, Drogheda  
Roll No: 00851C  
Tel: 041 9837119  
Denominational Character: Catholic  
School Status: DEIS Band 2  
Gender Orientation of School: Coeducational (boys & girls)

***From September 2020 parents have had the option of enrolling girls and boys in junior infants in the school (subject to the availability of places), growing year on year to become a complete vertical co-ed school (junior infants to sixth class) by 2028. It is an all-girls school from 5<sup>th</sup> to 6<sup>th</sup> class and does not discriminate where it refuses to admit a boy applying for admission to this school.***

The four schools of the C.A.E.P support the principles of:

- Inclusiveness with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society
- Parental choice in relation to enrolment within the procedures of common enrolment as detailed later in this document

Having regard to

- a) the rights of the Patron as set out in the Education Act (1998), the Equal Status Acts (2000-2011), the Education for Persons with Special Educational Needs Act (2004), The Education Welfare Act (2000), the Education Amendment Act (2012) and the Health and Safety at Work Act (2005).
- b) the context and parameters of Departmental regulations and programmes,
- c) the provisions of Section 14(b) (i) of The Equal Status Act 2000
- d) the funding, teacher resources and accommodation available.
- e) The Common Enrolment procedures later in this document.

### **Categories of Special Educational Needs catered for in the school:**

The four schools of the CAEP are mainstream schools. St. Joseph's C.B.S. opened an ASD class in September 2021. St. Oliver's NS opened two ASD classes in September 2023. There are separate enrolment criteria and a separate enrolment policy for the ASD classes. Please see Appendix 5. For all other CAEP schools, pupils with special educational needs are catered for by mainstream class teachers with the support of the Special Education team.

The four schools of the CAEP 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. The four schools 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.

## **2. Admission of Students**

### **Common Application and Enrolment Procedures**

This schools shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 3 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
- c) St Joseph's C.B.S. and Presentation Primary School provide single sex education exclusively for boys and girls respectively from Fourth Class to Sixth Class and may refuse to admit as a student a person who is not of the gender provided for by this school.

### **Application/Enrolment Procedures**

Children applying to enrol/being enrolled in any of the schools in this common enrolment system must have reached the age of 4 years by the 30<sup>th</sup> of June of the year they will commence school.

All offers of enrolment are subject to signed acceptance of the School's Code of Behaviour, a copy of which is available from each school or can be downloaded from each school's website.

### **Junior Infants Enrolment**

Enrolment of children for Junior Infants will take place in line with the annual admission notice for the school year concerned.

*Class size for Junior Infants and all classes subject to the CAEP since 2018, will be determined based on overall proportionality from the number of applications received to support the viability of all schools engaged in the CAEP"*

Parents/Guardians will be advised that they can enrol children in line with the Common Application Enrolment Policy Procedures.

Parents/ Guardians of children who move into the area may apply to enrol children at any time during the school year in any of the schools, subject to any regulations the Department of Education and Skills may lay down under the terms of the Education Welfare Act 2000.

In such cases children will be offered places in whichever school can best accommodate them under the terms of the Common Application Enrolment Procedures. Junior Infants will be accommodated in such circumstances only if they are aged four before the first of September previous to application.

Parents seeking to enrol their children in any of the schools participating in the Common Application and Enrolment System should complete an enrolment application form, enclosing an original birth/adoption certificate and proof of address (a utility bill), and send it to the school of their first choice.

Information to be provided by Parents/Guardians will be as required on the Application Form (see Appendices).

**The Application form, Explanatory Notes, and Timeline** regarding applications and procedures are to be found in the Appendices of this policy document.

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.

### **Decision Making**

Final decisions in relation to applications for enrolment will be made by the Boards of Management of the schools participating in the Common Application and Enrolment System. An Enrolment Committee (see Appendices), set up by these boards to run this system, will manage the Common Applications and Enrolment Process, on behalf of the Boards of Management, in accordance with the procedures of this Common Applications and Enrolment Policy. It is always envisaged by the Boards of Management that the procedures and criteria set out in this policy document should be adhered to strictly.

### **Enrolment Procedures**

One of the basic principles underpinning the Common Enrolment Procedures is to keep families in the same school while keeping a balance both in pupil and teacher numbers across all schools in the system to ensure the viability of all schools.

In the case where one or other of the schools is unable to accommodate Junior Infants (i.e. is oversubscribed) family members are to be offered enrolment in one of the other schools.

Arising from these procedures the Board of each school will apply these criteria in enrolling children, particularly children for Junior Infants.

### **Enrolment and Selection Criteria for CAEP pupils for Junior Infants**

1. Siblings of children enrolled in the school currently and for the next academic year, with the exception of Sixth Class pupils, priority to the oldest.
2. Children living in St. Peter's Parish and children of current staff, priority to the oldest.
3. Children living outside St. Peter's Parish, priority to the oldest.

### **3. 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:

#### **Enrolment and Selection Criteria for CAEP pupils for Junior Infants 2025**

**If the number of applications for enrolment exceeds the number of places available in the school, priority will be decided as follows:**

- 1. Siblings of children enrolled in the school currently and for the next academic year, with the exception of Sixth Class pupils, priority to the oldest.**
- 2. Children living in St. Peter's Parish and children of current staff, priority to the oldest.**
- 3. Children living outside St. Peter's Parish, priority to the oldest.**

Applications received after the final date for the receipt of applications will be added to the waiting list after on-time applications. These late applications will be ordered according to the date on which each application is received in the school. Two or more such applications received on the same date will be ordered in age order, priority to the oldest. Should places become available for applicants on the waiting list, they will be offered according to the applicant's ranking on the list.

### **4. 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 having previously attended the school;
- g) the date and time on which an application for admission was received by the school.

### **5. Decisions on applications**

All decisions on applications for admission to C.A.E.P. schools will be based on the following:

- The Common Application and Enrolment 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 11 below in relation to applications received outside of the admissions period and section 12 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.

## **6. 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 15 below for further details).

## **7. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from C.A.E.P schools you must indicate—

**(i) whether or not you have accepted an offer of admission for another school in the CAEP or any other school(s). 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 are 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.

## **8. 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 C.A.E.P. schools 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 7 above.
- (v) an applicant has made duplicate applications to more than one school within the C.A.E.P, with conflicting orders of preference of schools, without having notified each of the schools concerned about a change of mind.

## **9. 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).

## **10. 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 C.A.E.P school of choice 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 C.A.E.P school of choice 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.

## **11. 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 10.

## **12. Procedures for admission of students to other years and during the school year**

### **Senior Infants to 6<sup>th</sup> Class**

Pupils are enrolled during the school year, (if newly resident in the Parish) provided accommodation is available, in accordance with the above criteria (Section 2 & 3) and the provisions of this common enrolment policy. The provisions of this policy state that all schools engaging with Common Application and Enrolment Policy must support the viability of the other schools named in this policy and no school named can grow to the detriment of another school named, as per directive from the Department of Education & Skills (October 2017). Furthermore, the number of enrolments valid on Pupil Online Database POD, for class intake figures for a particular year, for all schools involved, will be agreed by CAEP principals at Enrolment meeting and must be maintained for the duration of the CAEP process, unless otherwise agreed by all schools involved.

Where a school is oversubscribed, that school shall compile a waiting list of students whose applications for admission to the particular school were unsuccessful, due to the school being oversubscribed (Education (Admission to Schools) Act 2018. This list will remain valid for the school year in which admission is being sought, subject to the school placing students on the list in accordance with the order of priority assigned to the students' applications, after the school has applied the selection criteria in accordance with its admission policy, and the school offering any further school places that become available, during the school year in relation to which admission is being sought, 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.

### **Pupils Transferring/Applying During School Year**

Such applications will only be considered for admission on the first day of each new term unless the applicant is newly resident in the area. These applications are subject to the Common Applications and Enrolment Policy (please see above), available space, and the provision of information concerning attendance and the child's educational progress.

Pupils transferring from a school to another school will be kept on roll until written confirmation is received from the new school. Reports etc. will be forwarded following this notification.



### **13. Declaration in relation to the non-charging of fees**

The board of C.A.E.P schools, 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.

### **14. Arrangements regarding students not attending religious instruction**

Bearing in mind the Catholic ethos of the schools, every effort will be made so that the school is as inclusive as possible. While Catholic education and ethos permeates the day, children of other faiths or none, are welcome to apply to enrol. They may, on request, be excused from participation in formal religious instruction and Catholic activities. However, the school shall not be expected to excuse them from the class and or provide supervision for same while formal religious instruction and activities take place.

### **15. 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.

### **Appendices**

**Appendix 1** Common Applications and Enrolment Form

**Appendix 2** Common Applications and Enrolment Form –Notes

**Appendix 3** Common Applications and Enrolment Form-Timeline

**Appendix 4** Common Applications and Enrolment System

**Appendix 5** Enrolment Policy for ASD classes 2025/26 St. Joseph’s CBS and St. Oliver’s NS

**Appendix 1**

School Stamp:

**Common Applications and Enrolment Form**

**St. Peter's Parish Primary Schools, Drogheda**

**Common Application Form 2025/2026**

School Use Only:

**Applicant Details**

**Surname:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**P.P.S. Number:** \_\_\_\_\_

**Religion:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Parish in which you live:** \_\_\_\_\_

**Address:** (all correspondence will issue to this address)

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**Previous School/Preschool attended:** \_\_\_\_\_

FATHER/GUARDIAN DETAILS		MOTHER/GUARDIAN DETAILS	
<b>Surname</b>		<b>Surname</b>	
<b>First Name</b>		<b>First Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Telephone</b>	Home	<b>Telephone</b>	Home
	Mobile		Mobile
	Work		Work
<b>Email</b>		<b>Email</b>	

**Section II:**

Please state the name of any brothers or sisters **currently** attending any of the primary schools listed overleaf.

Name \_\_\_\_\_

School: \_\_\_\_\_

Name \_\_\_\_\_

School: \_\_\_\_\_

Name \_\_\_\_\_

School: \_\_\_\_\_

Please provide any other information, which you feel, may be relevant to this application

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Any Other Information

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**DECLARATION**

By submitting this application, I/We hereby agree that the applicant student will take part fully in every aspect of the school curriculum and will follow the Code of Behaviour/Anti Bullying Policy of the School. I/We have read and accept the Admission and Enrolment Policies of the relevant schools. Completion of this application and enrolment form does not constitute or guarantee an offer of a place in any of the four schools.

**Father's / Guardian's Signature**

**Mother's / Guardian's Signature**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*It is MOST IMPORTANT for parents to indicate on this form **4** schools to which they are applying in descending order of choice. Only those schools identified in order of choice will be empowered to consider your application. If your child is unsuccessful in obtaining the first choice, this will not prejudice his/her chances of obtaining a place in one of the lower choices. **By submitting this form, a parent acknowledges that failure to identify four choices may result in your child not being offered any school place should the schools applied to be over-subscribed or should your child not meet the criteria in the admissions policies of those schools identified. Forms will be returned if four choices are not filled in.** Schools will share the information for your preferences with other schools if relevant.*

Please return the completed Application Form to the Principal at the Number 1 school of your choice by 12pm on Wednesday February 5<sup>th</sup> 2025. Please enclose an A4 sized stamped self-addressed envelope.

Please fill in your 1 to 4 choices

St. Brigid's & St. Patrick's ( <i>co-ed</i> ), Bóthar Brugha, Drogheda	
St. Joseph's CBS ( <i>co-ed</i> ), Sunday Gate, Drogheda	
St. Oliver's ( <i>co-ed</i> ), Ballymakenny Rd, Drogheda	
Presentation ( <i>co-ed</i> ), Ballymakenny Rd, Drogheda	

**Late Applications:** Parents/Guardians of applications received after the closing date will be notified in due course after all other applications have been processed.

**Common Application and Enrolment Notes**

**What is St. Peter’s Parish Primary Schools Common Application System?**

The St. Peter’s Parish Primary Schools Common Application System is the process by which the application for enrolment to the participating primary schools is managed.

**Which primary schools participate in the system?**

The four primary schools participating in the 2025/26 system are as follows:

St. Brigid’s & St. Patrick’s NS
Presentation Primary School
St. Joseph’s National School
St. Oliver’s National School

**How do I make an application for enrolment to a participating primary school?**

In order to make an application for the academic year 2024 you must complete the common application form which will be available from all participating primary schools.

When completing the form it is important that you indicate a minimum of four schools to which you are applying in genuine, descending order of choice as failure to do so may result in your child not being offered a school place. Copies of this policy may be accessed by contacting the school or by referring to the school website.

All information provided by you must be to the best of your knowledge, accurate and truthful. It should be noted that application forms found to have inaccurate or misleading information will be withdrawn from the system and any offer made by a participating primary school, based on the information provided, will be deemed invalid.

The completed application form accompanied by a stamped self-addressed envelope, should be sent to the Principal at the school of your first choice, but in any event, forms must be submitted no later than 12 noon, February 5<sup>th</sup> 2025. **Applications can also be made online at [caepdrogheda@gmail.com](mailto:caepdrogheda@gmail.com). Only one form per child will be permitted by the system.**

**What can I do if I have submitted an application form but wish to change the order of my preferences?**

Changes to order of preferences are allowed providing that they are made prior to the closing date for submission of application forms.

- If the school of first preference **remains unchanged** you should write to the Principal of that school, enclosing the second application form, and informing him/her that you have amended your choices and now wish to proceed with the new/revised application form.
- If the school of first preference **has changed** you should write to the Principal of the school of your original first choice informing him/her that you are withdrawing your application. The new /revised form should then be submitted to the new school of first choice.
- If you wish to change the order of your preference applicants can reapply online, the most recent application before the closing date is deemed the valid application. If the school of first preference **has changed** you should write to the Principal of the school of your original first choice informing him/her that you are withdrawing your application.

In the event that we are unable to contact you the application from the earliest submission date will remain on the system. **If all forms submitted by you are dated on the same day they will be removed from the system until the end of the process at which time they will be presented for consideration to all schools listed on your form with available capacity.**

**What happens if an application form is submitted after the closing date/time for receipt of application?**

The closing date/time for the receipt of applications, 12 noon, February 5<sup>th</sup> 2025 will be strictly enforced. Please apply on time. Submitting a late application normally means that the application will not be processed until after offers have been made to on-time applicants. This could mean that your child will not get a place in the school you want.

*For St. Peter's Parish Primary Schools Common Application System 2025 – Key Dates, see Appendix 3.*

**Common Applications and Enrolment Timeline**  
**JUNIOR INFANTS 2025**  
**Timeline for Common Application and Enrolment System 2025**

Monday, November 18 <sup>th</sup> 2024	Parents invited to apply to enrol through Common Applications and Enrolment System
Wednesday, February 5 <sup>th</sup> 2025	Closing date for applications to enrol. Applications to be in by 12 noon at school of first choice.
Wednesday February 19 <sup>th</sup> 2025	Last date for Parents/Guardians to be informed in writing about success of application
Friday, March 7 <sup>th</sup> 2025	Final date for parents to accept offer and to register pupil. Acceptance to be in by 12 noon.



### Common Applications and Enrolment System

#### Introduction

In December 2013 the five Catholic primary schools in St. Peter's Parish began a consultative process exploring how the future needs of Primary Education in the Parish could best be met. With permission from our Patron and the Department of Education, parents, teachers, pupils and members of our school Boards engaged in a wide ranging and consultative process over the following months.

In order to facilitate these preferences, the four primary schools in the present system, St. Patrick's and St. Joseph's CBS and St. Brigid's and Presentation Girls agreed to work together to provide a solution. In order to ensure the continued viability and development of all schools it was agreed:

- To establish and develop a **Common Application and Enrolment System** for the new schools.
- To include St. Oliver's NS, Ballymakenny Rd in this new **Common Application and Enrolment System**.
- That the **Common Application and Enrolment System** will be administered by an **Committee** set up by the Boards of Management of the participating schools.

The four schools continue to engage in consultation with the education partners and as a result this consultation and analysis of enrolment patterns and with the sanction of the patron and the Department of Education and skills the following decision was taken by the four Boards of Management in response to these wishes:

1. All four schools to form vertical (junior infants to sixth class) schools.
2. St. Patrick's & St. Brigid's to amalgamate and form a co-educational school.
3. St. Joseph's to become co-educational starting with junior infants in 2020/21 and becoming fully coeducational in 2027/28
4. Presentation Girls to become co-educational starting with junior infants in 2020/21 and becoming fully coeducational in 2027/28

#### Secondary Schools

This reconfiguration of the primary school system in St. Peter's Parish will not interfere with parent's ability to choose a secondary school of their choice.

#### Scoil Aonghusa and St. Ita's Special schools

These schools are also part of Catholic educational provision in St. Peter's parish. It was agreed that these schools would not form part of the **Common Application and Enrolment System** and would continue to enrol pupils as they have done heretofore, as their catchment area extends beyond St. Peter's Parish boundaries.

#### St. Peter's Parish North Drogheda Forum

To enable full co-operation and communication between all the Catholic schools serving St. Peter's Parish in North Drogheda a FORUM, enabling representatives from all seven schools to meet regularly, was established. This Forum will also be attended by representatives of St. Peter's Parish Pastoral Council. This will enable input by the wider Catholic community.

#### Procedures Governing the Common Applications and Enrolment System

The **Common Applications and Enrolment System** will be administered in accordance with the **Common Applications and Enrolment Policy** which will be common to all four schools.

The details of the new application system will be communicated to all parents whose children are attending the schools when the new system is initiated and to all parents in St. Peter's parish. Implications of the new system for parents will be explained in a series of meetings for parents, to be arranged.

The new **Application Form**, **Explanatory Notes**, and the **Timeline** for all steps in the application and enrolment process will be also made available along with the new **Common Applications and Enrolment Policy** which will guide the whole process of applying to primary schools in the parish. See **Appendix 1** for Application Form and **Appendix 2** for Application notes. **Appendix 3** outlines the relevant dates and times.

**Enrolment Policy for ASD Class 2025/2026 St. Joseph's CBS and St. Oliver's NS**

1. Criteria for Enrolment in ASD Class subject to sufficient places being made available in the Special class, the criteria for enrolment to the Special Class, incorporating the Department of Education and H.S.E. policies are as follows:
2. An application to enrol to special class form provided by the school must be fully completed by the parents/guardians on behalf of the child.
3. This application to enrol to special class form must be accompanied by an original birth certificate and proof of address.
4. A recent psychological assessment dated within 24 months of the closing date for applications to enrol.
5. The child must have a primary diagnosis of Autistic Spectrum Disorder made using the DSM-V or ICD 10 or equivalent by the psychologist or a member of the multidisciplinary team.
6. The psychological report must have a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child.
7. All children must be 4 years of age on or before the 30<sup>th</sup> June of the incoming school year.
8. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of the admissions policy.
9. An acceptance form as issued by the school must be returned to the school within the required time period. Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available. All unsuccessful qualifying applicants will be placed on the placement list, in accordance with the above criteria for places that may become available.
10. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998. The placement list is valid for vacancies which occur in the current school year only.

**Oversubscription**

In the event that the Special Class is oversubscribed, the school will, when deciding on applications for admission, apply the following criteria in the order listed below to those eligible applications (see above) that are received within the timeline for receipt of applications as set out in the school's annual admission policy.

Priority is given to:

- (a) Children already enrolled in the school.
- (b) Siblings including foster or step- siblings of pupils currently enrolled.
- (c) Children resident within St. Peter's Parish, Drogheda
- (d) All remaining applicants with priority to the oldest.

In the event that there are two or more eligible, pupils tied for a place or places in the Special Class in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply: In the event that the number of eligible pupils seeking enrolment in the Special Class from within any category exceeds the number of available places, then the school will offer places beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.

If two or more applicants are tied for the last remaining place in the class by virtue of shared birth, the place will be awarded to the oldest by virtue of the time of birth recorded on their birth certificate. There is no exception in the case of twins being tied for one place in the Special Class as the DES has set the maximum number of pupils at 6.

### **Discharge**

It is school policy that the year that the student turns 13 will be their final year in St. Joseph's C.B.S. or St. Oliver's NS. Pupils who reach the age of thirteen on or after September 1st in any year will be permitted to complete that academic year. This means a June discharge in the following year.

The onus will be on the parents to negotiate the placement with a suitable secondary school. St. Joseph's CBS/St. Oliver's NS will facilitate all transfer of records/reports as well as assist with any information required with regards to the student and St. Joseph's CBS/St. Oliver's NS will be deemed to have authority to forward all relevant reports and assessments to the Secondary school unless specifically instructed in writing not to do so.

Discharge may also be recommended after the first and/or any subsequent year if following psychological assessments and consultation with the parents/guardians, it is felt that the placement is no longer appropriate and serves the best interest of the child. Discharge may also happen if a pupil is fully integrated into the mainstream school. The Board of Management has the right to overrule any decision made in this regard.

### **Evaluation**

The Board of Management will monitor the implementation of all aspects of this policy.

This policy will be amended and updated as required.

### **Review**

This policy is subject to review by the Board of Management as required.