



St. Joseph's Mercy Primary School

Railway Street, Navan, Co. Meath. C15 EA40

Admissions Policy

The Admissions Policy of St. Joseph's Mercy Primary School has been formulated in accordance with the Provisions of the Education Act 1998, the Education Welfare Act 2000, Education (Admission to Schools) Act 2018, the relevant Health and Safety legislation and Equality legislation.

Equality of access is the key value that determines the admission of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language / accent, gender, Traveller status, asylum seeker / refugee status, religious / political beliefs or values, family or social status.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of the school reserves the right to determine the criteria used to accept children into Junior Infants and into all other classes in the school. The Board of Management seeks to be helpful to parents in relation to matters regarding admission.

Management and Staffing of the School:

St. Joseph's Mercy Primary School is a Catholic co-educational school with a Catholic ethos, under the patronage of the Bishop of Meath, Most Rev. Thomas Deenihan. Fr. Declan Hurley is the Chairperson of the Board of Management. Ms. Ann Murphy is the school's Principal Teacher.

The school presently has 26 full-time teachers. This includes the Principal, 17 mainstream teachers and 8 support teachers. The ancillary staff comprises one secretary, one caretaker and one special needs assistant. A full range of classes is taught from Junior Infants to Sixth Class.

Funding / Grants:

The school depends on grants and teacher resources provided by the Department of Education and Skills and operates within the regulations enforced from time to time by the same department. In formulating our Admissions Policy we are conscious of the resources available, classroom space and funding available to the school. Moreover, the school follows the curriculum programme prescribed by the Department of Education and Skills.

Criteria for the Admission of Junior Infants:

Children will be enrolled only if they have reached four years of age before the beginning of the school year 2020.

In the event of the number of children seeking places for Junior Infants September 2020 exceeding the number of places available, the applicants will be admitted strictly in accordance with the following criteria and in the following order:

1. Children with brothers / sisters presently in Junior Infants to Fifth Class (inclusive).
2. All other applicants will be admitted according to descending order of age.

Special Needs Pupils

The Board of Management of St. Joseph's Mercy Primary School offers equal opportunity to pupils with special needs when considering them for admission. All relevant reports, however, from medical / psychological experts working with the child will be sought in order to assist us to engage the appropriate resources for the child.

Pupils Transferring to St. Joseph's

Pupils may transfer to St. Joseph's Mercy Primary School subject to available classroom space and in accordance with both the school's Admission Policy and the guidelines of the Department of Education and Skills.

Applications from pupils attending other schools in the parish of Navan or surrounding parishes will be considered only if the Board is convinced that it is in the best interest of the child.

In the case of a child being accepted to the school, the Board requests that the school be provided with all information concerning the child's attendance and progress reports, together with a letter from the school's principal indicating his / her awareness of the applicant's intention to transfer school.

Appeals Procedure

Parents who are unhappy with a decision regarding admission may appeal to the Board of Management. The appeal should be in writing and the reason for appeal should be clearly stated. The appeal should be addressed to the Chairperson of the Board at the above address. All appeals must be lodged within ten days of the date of issue of the letter of refusal. Appeals made by telephone or oral complaints will not be considered. A response to the appeal will be issued within ten days thereafter.

If parents are still unhappy with the outcome of the appeal, they may appeal to the Department of Education and Skills. This appeal must be lodged within forty-two days of the date of issue of the letter of refusal.

For further details contact:

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