



Junior School Admissions Policy



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**School Patron/s: Board of
Governors**

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SCHOOL MISSION STATEMENT & GUIDING PRINCIPLES

“We nurture, inspire and empower our students to strive for excellence in all that they do as responsible global citizens.”

We are committed to:

- Fostering a sense of identity and self-worth in each of our students.
- Developing life-long learners with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a well-rounded, confident adult.
- Promoting the well-being of the whole person in a caring, inclusive, innovative, safe and secure, multi-cultural environment.
- Striving for high academic standards and promoting rich co-curricular opportunities and in so doing we seek to support and challenge each of our students to recognise and maximise their full potential.
- Promoting respectful intercultural relations, increasing tolerance and acceptance of difference and fostering in our students the ability to perceive, welcome and respect diversity, while at the same time fostering an appreciation of Irish culture in which the school is rooted.
- Promoting awareness of and facilitating our students’ ability to participate in, and contribute to, contemporary issues at local, national and global levels as informed, engaged, responsible and responsive global citizens.
- Honouring our duty of care to and protective responsibility for all students in achieving the realisation of the rights of the child.

1. Introduction

This Admission Policy complies with the requirements of the Equal Status Acts 2000-2018 and the school patron.

The policy was approved by the school patron on 28 May 2026. It is published on the school’s website and will be made available in hardcopy to any person who requests it.

The application form for admission is published on the school’s website and will be made available in hardcopy to any person who requests it.

2. Characteristic and Ethos of SPS Junior School

Sutton Park School is a multi-denominational, co-educational, fee-paying school. The School is divided into a Junior, Intermediate and Senior School. The School strives to provide the maximum educational experience to support academic achievement and personal development, leading to a purposeful and satisfying life. Good communication amongst teachers, parents and students is essential to assuring a successful experience for each student. The School encourages a sense of individual and collective responsibility. Pupils are made aware of their own worth, and encouraged to show respect for and acceptance of, others. Pupils are given skills and strategies to withstand external pressures, whether from peers or other sources, which may hinder their personal and/or academic development. Sutton

Park School is committed to a coherent programme of moral development. A programme of relationship and sexuality education spanning both Primary and Secondary divisions stresses the essentially human aspects of sexuality and promotes individual responsibility. A programme of community action projects enriches the school community and develops an awareness of the wider community. The Junior/Intermediate School admissions policy applies to the intake group and to all other students regardless of their entry point.

3. Admission Statement

Sutton Park Junior School will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender of the student or the applicant in respect of the student concerned,
- (b) the civil status of the student or the applicant in respect of the student concerned,
- (c) the family status of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation of the student or the applicant in respect of the student concerned,
- (e) the religion of the student or the applicant in respect of the student concerned,
- (f) the disability of the student or the applicant in respect of the student concerned,
- (g) the race of the student or the applicant in respect of the student concerned,
- (h) the student or the applicant in respect of the student concerned is a member of the Traveller community
- (i) 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, The grounds of 'civil status', 'disability', 'family status', 'gender', 'race', 'religion', 'sexual orientation', 'Traveller community' and 'discrimination' shall be construed in accordance with section 3 of the Equal Status Act 2000.

4. Admission of Students

Sutton Park Junior School is a private fee paying co-educational junior school and is not in receipt of funding and supports available in the state sector.

Whilst a strong learning support department exists there may be instances where our offerings to students with additional needs may not mirror that of a school with state support.

In such circumstances parents of the prospective student shall be informed of this situation so their decision is informed by factual information and transparency.

The 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 and the

Acceptable Usage Policy of the school are 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) exceptional circumstances

Terms and Condition of Admission

1. The acceptance and enrolment of pupils in the school is based on a private contract between SPS and the parent(s) or guardian(s) of each pupil.
2. The Admissions Committee will be responsible for implementing the Admission Policy.
3. Parents or Guardians must be aware of their statutory obligation under Section 14 of the Education (Welfare) Act 2000 and the Statutory Instrument 330, 2020, that they must complete the R1 application form which registers their child with Tusla (The Child and Family Agency) as being educated in an Independent School.
4. Sutton Park Junior School may, from time to time, vary the numbers of pupils in each class. Should it be decided to reduce the number of pupils, the number of places available for new pupils may be reduced accordingly.

5. Allocation of Places

The school will apply the following selection criteria in the order listed below:

- a. Available places in the school will first be offered to children who have siblings attending either Sutton Park Junior School or Sutton Park Senior School.
 - b. Children of staff members of either school.
- After this, places are allocated by lottery. The waiting list is also compiled by lottery.

6. Decisions on Applications

All decisions on applications for admission to Sutton Park Junior School will be based on the school's admission policy.

7. Notifying applicants of decisions

- Applicants will be informed in writing as to the decision of the Admissions Committee.
- Applicants will be informed of the right to seek a review/right of appeal of the Admissions Committee's decision.

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

- Applicants must accept an offer by the date stated in the offer letter and must be accompanied by the requisite deposit to secure the place.

9. 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 Sutton Park Junior/Intermediate 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 by the school in its letter of offer;
- iii. the parent of a student, when required by the Admissions Committee fails to confirm in writing that the Acceptable Usage Policy of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with this policy by the student; or
- iv. the parent of a student, when required by the Admissions Committee 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
- v. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

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 will be compiled.

11. 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:

- Places will be offered to parents when the availability of places in those classes has been determined. Where the number of children seeking enrolment in any given year or class exceeds the number of places available, the same criteria that are outlined at 5 (above) shall be applied
- Parents seeking to enrol their child(ren) in the school in any class from Junior Infants to 6th Class during the course of the school year must complete an application form. The same criteria that are outlined at 5 (above) shall be applied

12. Reviews/appeals

The parent of a student may request the Board of Management to review the decision of the Admissions Committee to refuse admission of the student to the school. Such a request must be made in writing within 14 days of the date on which the decision to refuse admission was communicated by the Admissions Committee. The remit of the Board of Management in this respect is to ascertain that the Admissions Policy has been followed correctly. The BOM does not examine individual applications per se.

The decision of the Board of Management in such a review is final.

This document will be subject to on-going review, as appropriate.



Chairperson, SPS BOM Date: 28/05/2026



Principal, SPS Date: 28/05/2026

Revision History

DATE	EVENT	AUTHORITY
May 2024	Policy Creation	Board of Management
May 2025	Policy Review and Minor Updates	Board of Management
May 2026	Policy Review and Minor Updates	Board of Management