

Admission Policy of Scoil Chaoimhín Naofa.

Clonlisk, Shinrone, Birr, Co. Offaly.

Roll number: 18331w.

School Patron: Bishop Fintan Monahan.

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 30th June 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 Clonlisk N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

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

2. Characteristic spirit and general objectives of the school

Scoil Chaoimhín Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Scoil Chaoimhín Naofa 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.

At Scoil Chaoimhín Naofa, Clonlisk, we work at creating a caring, Christian atmosphere, which promotes the dignity and individuality of every pupil, enabling them to reach their full potential in a secure, safe and happy learning environment.

We aim:

To nurture a caring Christian atmosphere which cultivates good relationships based on mutual respect between staff, pupils, parents, guardians and the local community. In this atmosphere each pupil feels safe, valued and special.

To promote respect for the individual pupil's needs abilities and uniqueness, enabling them to be well-adjusted with a healthy self-image.

To provide a full range of curricular experiences and activities, thus providing a holistic education which prepares the pupils for adult life.

To awaken in the pupils a sense of responsibility and civic pride in their home, school and work.

To achieve a balanced approach to work and leisure in a happy atmosphere which fosters a healthy lifestyle.

To develop in pupils an awareness and appreciation of our culture and heritage and of the responsibility in the preservation of the environment.

Déanfaimid gach iarracht an Ghaeilge a labhairt agus grá don Ghaeilge a chothú.

Our school motto is: "Ní Neart Go Cur Le Chéile".

3. Admission Statement

Scoil Chaoimhín Naofa, Clonlisk 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.

Scoil Chaoimhín Naofa, Clonlisk, 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.

Scoil Chaoimhín Naofa, Clonlisk 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 a member of the Roman Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

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

On enrolment of children with special needs, the Board of Management may request a copy of all relevant information and reports – the child's medical and/or psychological report. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the child, relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board of Management will assess how the school can meet the needs specified in the report. Where the Board of Management deems that further resources are required, it will request the Special Education Needs Organiser (SENO) to provide the resources required to meet the needs of the child.

These resources may include for example access to or the provision of any or a combination of the following: • visiting teacher service • special education teaching time • special needs assistant • specialised equipment or furniture • transport services

The school meets with the parents of the child and with the SENO to discuss the child's needs. Where necessary, a full case conference involving all parties is held which may include principal, class teacher, special education teacher, parents, S.E.N.O. and psychologist.

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

Scoil Chaoimhín Naofa, Clonlisk is a Roman Catholic school and may refuse to admit as a student a person who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

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:

The Board of Management of Scoil Chaoimhín Naofa, Clonlisk respects the rights of its existing school community and the children already enrolled. Consequently, the Board reserves the right to determine the maximum number of children in each separate classroom annually and in accordance with Department of Education and Skills guidelines, also bearing in mind:

- Health and safety concerns regarding staff and children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education and Skills class size directives
- Appropriate available supports and resources
- Time of school year when an application is made for enrolment

Criteria for enrolment into Junior Infants in the mainstream in the event of oversubscription:

1. Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address) or who have attended the school in the past.
2. Children whose primary residence is nearest to the school on Primary, Secondary, Regional, or local roads are entitled to a place if there are vacancies after the group above has been allocated.
3. Children of parents or grandparents who are also past pupils of the school are entitled to a place if there are vacancies after the groups 1 & 2 above have been allocated.

Each application will be considered by the school Principal.

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 oversubscribed, the order of priority (within each of the priority categories above) is determined by the date of birth of each child, with priority to the oldest.

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:

- (a) a student's prior attendance at a pre-school 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 pre-school, 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;
- (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, applicants with siblings currently enrolled in the school (including step siblings, resident at the same address) or who have attended the school in the past and/or children of parents or grandparents who are also past pupils of the school)
- (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.

8. Decisions on applications

All decisions on applications for admission to Scoil Chaoimhín Naofa, Clonlisk 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.

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 Scoil Chaoimhín Naofa, Clonlisk 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 Scoil Chaoimhín Naofa, Clonlisk 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 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 Scoil Chaoimhín Naofa, Clonlisk 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 Scoil Chaoimhín Naofa, Clonlisk 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 in order of the date of receipt of the application.

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 or years other than the school's intake group are as follows:

Pupils wishing to transfer from other schools may do so throughout the year subject to the school's admissions policy and available space and the provision of information concerning attendance and the child's educational progress. Such applications will be reviewed on a case by case basis. Junior Infants with the exception of students transferring from another school, may only be admitted to the school on or by the 30th September.

The following information will be required when applications for transfer to Scoil Chaoimhín Naofa, Clonlisk are being processed:

- Details of previous school attended
- Appropriate information and relevant reports and test scores relating to the child's educational progress.
- Proof of Address
- PPS Number
- Original Birth Certificate

Parents / guardians will be informed of a decision on enrolment applications within 21 days of receiving completed applications.

Pupils enrolled in Scoil Chaoimhín Naofa, Clonlisk are required to co-operate with, and support, all published school policies, including the Code of Behaviour. The Board of Management places parents/guardians responsible for ensuring that their child/children co-operate with said policies in an age-appropriate way. A copy of the Code of Behaviour is available on our school website. A hardcopy is available at the school on request.

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:

In the event of an application being received for immediate enrolment/pupil transfer the Board will endeavour to facilitate such enrolment subject to the capacity constraints of the school at that time and the Department's general policy on enrolment.

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

The board of Scoil Chaoimhín Naofa, Clonlisk 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

Scoil Chaoimhín, Clonlisk provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils may be exempt from the religious education programme at the request of their parents. A written request should be made to the Principal of the school. A meeting will then be arranged with the parents/guardians or the student, as the case may be, 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, 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.

Note: 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).

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.

Implementation and Review

This policy will be reviewed, as deemed necessary, by the Board of Management.

Policy Ratification

The policy was ratified by the Board of Management of Clonlisk N.S. on _____

Signed: _____

Date: _____

(Chairperson, Board of Management)

(Principal)

The contents of this policy have been approved by St. Senan's Education Office acting on behalf of the Patron.