

## **Template admission policy**

### **Admission Policy of St. Mary's N.S. (Castletownroche N.S.)**

**School Address: Castletownroche National School, Close Rd.,  
Castletownroche, Mallow, Co. Cork**

**Roll number: 14107U**

**School Patron/s: Bishop W. Crean**

#### **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 15th December, 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 St. Mary's 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.

St. Mary's N.S. reserves the right to refuse admission where a Section 29 Appeal has been invoked in another school and is in progress.

## 2. Characteristic spirit and general objectives of the school

St. Mary's N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cloyne.

"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 St. Mary's N.S. 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.

### **Mission Statement**

Castletownroche N.S. in partnership with pupils, parents and the local community is dedicated to providing a safe, welcoming, nurturing and positive environment that has respect and compassion at its core. We strive to deliver an inclusive and holistic education for all, through a child centred approach to learning, celebrating the individuality of each child.

We provide fun, creative and stimulating learning experiences which are meaningful and promote life skills. These will encourage students to become life-long learners with a respect and an appreciation for the world and people around them. Our supportive actions will help our students to become confident and competent, motivated, respectful and responsible citizens who foster positive relationships with others. We aim to empower our students to achieve their full potential and develop a belief in their own abilities.

We aspire to promote to positive attitudes of kindness, empathy and respect across the school community. We strongly believe that all children should feel valued, cared for, safe and happy within their school environment.

Castletownroche N.S. 2020

### 3. Admission Statement

St. Mary's N.S. 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.

St. Mary's N.S. 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 of Roman Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

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

Saint Mary's N.S. is a mainstream primary school. In September of 2024, we will establish a Special Class for ASD.

Saint Mary's N.S., with the approval of the Minister for Education and Skills, will establish a class to provide an education exclusively for students with ASD (Autistic Spectrum Disorder).

Applicants must provide a recent (within 2 years) psychological report stating that the child's needs would be best met in an ASD class in a mainstream school.

In recognition of the special educational context suited to pupils with ASD, applications for pupils with ASD must provide the following:

- A diagnosis of mild to moderate ASD according to the DSM-IV or DSM-V or ICD-10 from a psychologist, psychiatrist and/or MDT
- All reports have to be forwarded by the school to the SENO to be approved that they meet DE criteria (diagnosis, professional recommendation required if the child is 4 years or older)

#### 4. 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

St. Mary's N.S. is a Roman Catholic school (specify denomination of school) and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St. Mary's N.S. will provide an education exclusively for students with ASD (Autistic Spectrum Disorder) 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.

#### 5. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

##### **Mainstream Classes:**

In the event of the number of children seeking enrolment in any given class, exceeding the number of places available, preceding or during the school year, the following criteria will be used to prioritise children for enrolment:

- Siblings of children currently enrolled – priority to eldest.
- Siblings of present and past pupils - priority to eldest.
- Children living within the parish - priority to eldest.
- Children living in neighbouring / adjoining Parishes – priority to eldest.
- Children of current school staff
- Children of parents who previously attended St. Mary's N.S.
- In the event of being unable to enrol a child/children from categories a, b, or c in a given class at the beginning of a year, or mid-year, such children will receive

priority (in order of a,b,c) for the subsequent school year over other children on the class waiting list.

- Special Class:
- For oversubscription to our ASD class, the following criteria apply:
- 
- Pupils in mainstream classes where placement in the ASD class is deemed necessary
- Siblings of present and past pupils – priority to eldest. (Including step siblings resident at the same address.)
- Children living within the parish – priority to eldest.
- Children of parents who previously attended St. Mary's N.S.
- Children living in neighbouring/adjoining Parishes – priority to eldest.
- All others, giving priority to the eldest.

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:

- Should there be two or more students tied for a place the decision as to who to admit will be by the drawing of lots.
- The selection process will be witnessed by members of staff and by members of the Parents association

## 6. 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 attending or having previously attended the school;  
other than, in the case of
  - (1) siblings of a student attending or having attended the school and/or
  - (2) parents or grandparents of a student having attended 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **7. Decisions on applications**

All decisions on applications for admission to St. Mary's N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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.

## **8. 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).

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

In accepting an offer of admission from St. Mary's N.S., 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.

## **10. 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 St. Mary's N.S. 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.

## 11. 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).

## 12. 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 St. Mary's N.S. 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 St. Mary's N.S. 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.

### **13. 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 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.

Please note: Waiting lists will remain valid for the school year in which admission is being sought. 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.

### **14. 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:

- Parents request an application form / form is available on website / by contacting the school.
- Parents complete and submit application form by due date either as in Notice or whatever timeline is agreed.
- School makes decisions on applications received.
- Parents notified within the timeframe – as per Admission Notice
- Applicant accepts the place & accepts the Code of Behaviour (Section 11).
- If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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:

- Parents request an application form / form is available on website / by contacting the school.
- Parents complete and submit application form by due date either as in Notice or whatever timeline is agreed.
- School makes decisions on applications received.
- Parents notified within the timeframe – within 3 weeks of receiving the application
- Applicant accepts the place & accepts the Code of Behaviour (Section 11).



- If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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

The board of St. Mary's N.S. 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.

## 16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have 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:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school. An agreement is drawn up and signed by parent(s)/Guardian(s).

## 17. 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.

Section 23(a) of the Education Act 1998, concerning the duties of the principal, has now been amended to read "(a) be responsible for the day to day management of the school, including guidance and direction of the teachers and other staff of the school and the implementation of the admission policy of the school, and be accountable to the board of the school for that management,". As a result, the principal is now the person who makes a

decision whether to enroll or not. Parents may seek a review of the principal's decision by the board of management, as per Section 18 of the template Admissions Policy.

**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.

This policy was reviewed on the 6th February, 2024 in accordance with Circular 0075/2022 ahead of the opening of the Special Class for September 2024.

Ratification of Policy:

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chairperson of Board of Management) (Principal)

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

Date of next review: January 2025