

Admission Policy of Scoil Náisiunta an Chroi Naofa

School Address: Glounthaune, Co. Cork

Roll number: 15484J

School Patron: Bishop of Cork and Ross

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 in May 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 Scoil Naisiunta an Chroi Naofa'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.

AGE: When considering an application for enrolment it is a requirement that a child must have reached 4 by February 28th in the year of enrolment.

2. Characteristic spirit and general objectives of the school

Scoil Náisiunta an Chroi Naofa serves the people in the Parish of Glounthaune and surrounding areas. It is a parish-based school funded by the Department of Education and Skills. The parish of Glounthaune means the whole parish of Glounthaune including the areas of Knockraha, Little Island, Brooklodge and Glounthaune itself. The school has a commitment to diversity and inclusivity while, at the same time, protecting the integrity and Catholic Ethos of the school. Scoil Naisiunta an Chroi Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

“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,

The 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.

As a guiding principle children of all faiths and none are welcome in our school.

The Mission Statement of the school is as follows:

“Inspired by its Catholic ethos, Scoil Naisiunta an Chroi Naofa, aims to educate in a professional, caring , safe and respectful environment , where every pupil is encouraged to achieve his/her full potential.”

3. Admission Statement

Scoil Naisiunta an Chroi Naofa 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

Primary schools receiving applications from applicants of a minority religion

Scoil Naisiunta an Chroi Naofa 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.

Schools with special education class(es)

Scoil Naisiunta an Chroi Naofa is a school which has established 2 different classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

One of the classes is an Autism class and the other class is a class for children with Developmental Language Disorder.

Amendment:

National Council For Special Education

In accordance with Section 62 of the Education (Admissions to School's Act), the board of management of Scoil Náisiúnta an Chroi Naofa, Glounthaune is including as required by the Education (provision in respect of children with special educational needs) Act 2022.

· Scoil Náisiúnta an Chroí Naofa 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.

· Scoil Naisiunta an Chroi Naofa 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.

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

(a) In the case of a mainstream school with a SEN class attached

Scoil Naisiunta an Chroi Naofa with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Developmental Language Disorder (DLD).

The school has also established a class to provide an education exclusively to children who have certain specific categories of Autism.

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

School with special education class(es)

-----One of the special class attached to Scoil Naisiunta an Chroi Naofa provides an education exclusively for students with Developmental Language Disorder. The DLD class caters for a maximum of 7 students. 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 or where other students, with a more profound degree of the disability (as per the Pupil Proiritisation Scale) as decided by the Admissions Board Meetings of North Lee, are given priority.

An application is made through the school for entry into the DLD class.

The school pack of forms should be applied to through the school and the school pack will generally be posted to prospective parents. The pack will include:.

- A school DLD Application Form
- A Parent Report Form
- A Speech and Language Therapy Report
- A Preschool or School Report Form
- 2 Social/emotional behavioural reports (1 school, 1 parent)

- An information leaflet

For successful applicants an offer of a place in the class is made for a period of one school year. In certain cases, as decided by the school's discharge meeting in the following year, this may be extended to a second year but 2 years is the maximum that a child may stay in the DLD class.

-----The second special class attached to Scoil Náisiúnta an Chroi Naofa provides an education exclusively for students who have certain categories of Autism. These categories are listed below. The Autism Class caters for a maximum of 6 students.

Children and young people are eligible for enrolment in the ASD Special Class for when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a Special Class for autism

6. (a) Oversubscription in mainstream classes (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

In the event that the school is oversubscribed into a mainstream class, 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:

Insert selection criteria here

1. Sisters and brothers of children already enrolled in the school. This will include step siblings and half siblings
2. Children of current school staff including ancillary staff
3. Children of past pupils where the child continues to live within the boundary of Glounthaune parish
4. Children resident within the boundary of the parish of Glounthaune
5. Children of past pupils where the child resides in a neighbouring parish
6. Children resident outside the parish of Glounthaune

6(b) Oversubscription in ASD classes

In the event that the ASD class 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 timeframe for receipt of applications as set out in the school's annual admissions notice

Insert selection criteria here

1. Pupils currently enrolled in the school
2. Sisters and brothers of children already enrolled in the school. This will include step siblings and half siblings
3. Children of current school staff including ancillary staff
4. Children of past pupils where the child continues to live within the boundary of Glounthaune parish
5. Children resident within the boundary of the parish of Glounthaune
6. Children of past pupils where the child resides in a neighbouring parish
7. Children resident outside the parish of Glounthaune

Note: Each child enrolled must have a definite diagnosis of ASD meeting DSM IV/V or ICD -10 diagnostic criteria.

Applying: When applying for a place in the ASD class for their child, parents should send in to the school, within the stated timeframe, a full current psychological and cognitive assessment which must specify autism/autistic spectrum disorder of the above type.

Recommendation: A recommendation for a placement in an ASD class is required along with evidence in the report of a student's complex and/or severe educational needs requiring the support of a special class.

Maximum number: The maximum class size is six pupils.

Minimum Age: All qualifying pupils will have reached four and a half years of age by September 1st (four years of age by February 28th) in the year of enrolment.

Oversubscription in selection criteria

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:

Mainstream Selection Criterion:

In the case of oversubscription in each category places will be allocated to children whose home address (eircode) is closest to the school, as measured on Google Maps.

ASD Class Selection Criterion:

In the case of oversubscription in each category, places will be allocated to children whose home address (eircode) is closest to the school as measured on Google Maps.

DLD Class Selection Criterion:

The DLD class does not have the same selection criteria as the classes in the mainstream school or the ASD class. All children considered for admission to the DLD class are ranked according to their needs (using a prioritisation scale) so that those with greatest needs are prioritised and get offered a place first.

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:

Points (a) to (g) must be included

here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's academic ability, skills or aptitude;
other than in relation to the DLD class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (b) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (c) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (d) A student's prior attendance at a pre-school or pre-school service, including naionarai
- (e) The payment of fees or contributions (howsoever described) to the school

- (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 the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (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 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Naisiunta an Chroi Naofa 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 Naisiunta an Chroi Naofa, 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 Naisiunta an Chroi Naofa where—

(i) it is established that information contained in the application is false or misleading.

Note on **Addresses of applicants:**

The current address of the Parent/Guardians will be taken as the address for the duration of the application process unless the parents move house in the period of the application process. In such cases parents need to inform the school promptly about the change of address.

If a family has indicated that they are buying a house closer to the school than their existing address and it is expected that they will be living there before the child begins school, proof of purchase must be provided in advance.

If parents are separated and retain joint custody but live at different addresses then either address may be used for the purpose of the enrolment process and the parents should indicate which address they would like to be used.

- (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 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).

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 Naisiunta an Chroi Naofa 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 Naisiunta an Chroi Naofa 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 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.

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 may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy.

Under the terms of the Education Welfare Act (2000), information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.

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:

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy.

Under the terms of the Education Welfare Act (2000), information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.

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

The board of Scoil Naisiunta an Chroi Naofa 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

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents of the student, has 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:

Children who are not members of the Catholic faith are not required to participate in any event relating specifically to the Catholic Faith e.g. Grow in Love Catholic Faith Programme, School Mass, Attend Church etc.

The Grow in Love Catholic faith programme for primary schools is taught in all classes.

If a parent does not wish their child to participate in the Catholic Faith programme then he/she should do the following on behalf of their child.

Make a written request to the Principal of the school. Said child will then, upon receipt of the letter, not be expected to participate in Religious Education in the school. The child will not participate in any event relating specifically to the Catholic Faith e.g. Grow in Love Programme, School Mass, attend Church etc.

Such children will be assigned other appropriate work, which they must complete in their classroom, while these religious lessons are under way with their class. The school does not have adequate teaching resources to allow these children to leave their class while religious education lessons are under way.

When the class visits the church for a Mass or a sacramental practice then the child will not accompany their class and will be assigned work in the class of another teacher.

An exception can be made of allowing the child to attend an RE lesson/ sacramental practice/visit to the church/retreat day or attend the church on the day of the sacrament itself. The parent in such cases is required to apply for their child's inclusion in writing to the school and well in advance of the event or lesson.

18. 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.

Any requests to the Board of Management to review must be made within 3 weeks of the receipt of the letter of refusal of a place for the child.

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, 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.