

## Admission policy

### **Admission Policy of Scoil Charthaigh Naofa**

**School Address: Rahan, Tullamore, Co. Offaly**

**Roll number: 20273A**

**School Patron/s: Diocese of Meath**

#### **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. It is designed to provide clarity to parents in matters relating to the admissions procedure. The Chairperson of the BOM, and the Acting Principal, Mary Cleary, of Scoil Charthaigh Naofa (05793-55393) are happy to clarify any further matters arising from this policy.

The policy was approved by the school patron on 28/05/20. It is published on the school's website [www.scoilcharthaighnaofa.ie](http://www.scoilcharthaighnaofa.ie) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Charthaigh Naofa 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 Charthaigh Naofa is a Catholic, co-educational school with a Catholic ethos under the patronage of the Bishop of Meath. '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 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) of the Education Act, 1998, the Board of Management of Scoil Charthaigh 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.

Scoil Charthaigh Naofa is a co-educational Catholic, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, moral and cultural needs of the pupils are identified and addressed.

While Scoil Charthaigh Naofa is a school with a Catholic ethos, it also has due recognition for all other religions. Scoil Charthaigh Naofa will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes. Scoil Charthaigh Naofa will encourage the involvement of parents through home/ school contacts and through their involvement in Scoil Charthaigh Naofa parents association.

Scoil Charthaigh Naofa will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible. Scoil Charthaigh Naofa will promote gender equity among staff and pupils. Déanfaimid iarracht Gaeilge a labhairt.

The school motto is:

‘Siúil I solas Dé’

### 3. Admission Statement

Scoil Charthaigh 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

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 Charthaigh Naofa, will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 required to do so by the Council.

Scoil Charthaigh Naofa, will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

#### **All denominational schools**

Scoil Charthaigh Naofa 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### **Schools with special education class(es)**

Scoil Charthaigh Naofa is a school which has established five Early Intervention ASD 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.

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

Scoil Charthaigh Naofa with the approval of the Minister for Education and Skills, has established five Early Intervention classes to provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder.

It is the policy of the Board of Management to request a copy of any relevant medical, psychological, speech and language, occupational therapy etc. reports the child may have. The school's Admissions Team (Principal, Special Education Needs Co-ordinator, Special Education Teachers) will meet with the parent/ guardians and the child to ascertain the child's needs and the school's suitability in meeting these needs.

#### **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

**All denominational schools**

Scoil Charthaigh Naofa is a Roman Catholic 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.

**School with special education class(es)**

The special classes attached to Scoil Charthaigh Naofa provides an education exclusively for students with a diagnosis of Autism 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.

**6. 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:

The Board of Management of Scoil Charthaigh Naofa 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. Brothers and sisters of children in the school.
2. All children who live within the parish boundaries applying for a placement are entitled to a place if there are vacancies after the group above have been allocated.

3. All children who apply to the school and are not resident within the parish boundaries are entitled to a place in the school if there are vacancies in the school after groups 1 and 2 have been allocated.

**Criteria for enrolment into the Special Class for Children with Autism Spectrum Disorder (ASD) in the event of oversubscription:**

- Entry to the Early Intervention Class shall be compliant with DES policy. Children must be over 3 years of age on entry and cannot be 6 years of age in the final placement year.
- Child must have a diagnosis of an Autism Spectrum Disorder as per DSM V or ICD 10
- Completed application forms must be accompanied by a minimum, of a diagnostic report and a psychological report with a written recommendation for ASD class placement.

Each application, which meets the criteria for ASD class placement, goes forward for consideration at the annual E.I. A.S.D. Class Admissions Meeting. Members of the Admissions/ Management Committee (principal, Special Education Co-ordinator and Special Education Teachers) allocate places available in the classes based on agreed criteria. These include:

- a. Severity of the ASD
- b. Age of the child
- c. The degree to which the disorder impacts on child's everyday functioning and social skills
- d. Suitability of class placement for the child at that time.
- e. Enrolment policy for Mochuda

Each application will be considered and a recommendation will be made to the Board of Management of the school.

Please note application does not guarantee that a child will secure a place. There is a maximum limit of 6 places in each of our EI ASD classes at any time, and each child referred is usually one of many to be considered. As children may avail of 1 / 2 year placements the number of places available can change annually. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Brothers and sisters of children in the school.
2. All children who live within the parish boundaries applying for placement are entitled to a place if there are vacancies after the group above have been allocated.
3. All children who apply to the school and are not resident within the parish boundaries are entitled to a place if there are vacancies after groups 1 and 2 have been allocated. Priority will be given to the nearest geographical location.

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. In the event where two or more applicants are tied for the last remaining available place, time of birth will determine successful applicant. Exception: where twin siblings are tied for last remaining place, both shall be offered a place.**

## **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
  - (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;  
(other than in relation to:
  - admission to (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (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 the school wishing to include a selection criteria based on (1) siblings of a student attending or 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.

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Charthaigh 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 Charthaigh 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 Charthaigh Naofa 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.

### **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 Charthaigh 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 Charthaigh 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.

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.

### **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:

The Board of Management have the right to determine the maximum number of children in each class for applications for enrolment in Senior Infants to Sixth Class (max 27 pupils per class level). The above criteria for enrolment will then be considered.

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 general policy on enrolment.



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

The board of Scoil Charthaigh 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 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 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.

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)

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.