

Admission Policy of St. Senan's National School

Cloghroe

07242M

School Patron: Bishop of Cloyne

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 the 14th September 2020. It is published on the school's website www.cloghroens.com and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Senan's National School 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

St Senan'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.

St. Senan's N.S. 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. Senan'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.

Cloghroe Mission Statement

Cloghroe N. S. endeavours to cater for the full and harmonious development of each child by providing a broad and flexible curriculum meeting the needs of all intellectual abilities. The school recognises the uniqueness of each individual and his/her worth as a human being. The various strands in the different subjects of the Curriculum are regarded as important to allow all children some opportunity to express their individuality and to experience success and satisfaction in what they do in school. Games, competitions and play are also important elements in the socialisation process. We aim to build a warm, caring, respectful and compassionate school atmosphere where each child feels accepted, trusted and valued. At the end of primary school, we would hope that pupils will leave the school as well adjusted individuals integrated into the community and willing to take their place as responsible citizens

3. Admission Statement

St. Senan's School will not discriminate in its admission of a student to the school on any of the following grounds:

- (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.

Cloghroe 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 Catholic and it is proven that the refusal is essential to maintain the ethos of the school.

St. Senan's N.S. is a school which has established a class, 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 school and in the special class

St Senan's, with the approval of the Minister for Education and Skills has established a class to provide an education exclusively for children with Moderate General Learning Disability.

St. Senan's is a mainstream school. Pupils with Special Educational Needs, (other than Moderate General Learning Disability), are catered for by their mainstream class teacher with the support of the SEN team.

St Senan's N.S. promotes the integration of pupils with Special Educational Needs and it supports the principle of inclusiveness, particularly with reference to the enrolment of children with a disability or other educational needs.

In relation to applications for the enrolment of children with Special Educational Needs into the special class the Principal may request a copy of any relevant medical or psychological reports as are available. If such a report is not available it is open to the Principal to request that the child be assessed prior to enrolment.

The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support services required. Usually, a professional recommendation from a qualified psychologist, for a Special Class for children with Moderate General Learning Disability applies.

Following receipt of such a report the Principal shall assess how St. Senan's N.S. can meet the needs specified in the report. (Up-to-date psychological report and any other relevant reports (e.g. Speech and Language, Occupational Therapy etc.)

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.

St. Senan's N.S. 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.

The special class attached to St. Senan's N.S. provides an education exclusively for students with Moderate general Learning Disability 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

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:

- Brothers and sisters (including stepsiblings, resident at the same address) of children already enrolled in the school or who have attended the school in the past. Priority given to eldest.
- Children who live in the parish of Inniscarra or children who live within a 6km radius (by road) of the school. In the event of the number of applications exceeding the number of places available, priority will be given to those living closest to the school. Priority to the eldest
- Children of current school staff. Priority to the eldest

- Children and grandchildren of those who have already attended the school, up to a maximum of 25% of the available spaces. Priority to the eldest.
- Children living outside the parish and outside the 6km radius (by road) will be prioritised in order of age starting with 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:

In the event of a tie the outcome will be determined by the drawing of lots, overseen by a representative of the Parents Association.

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,
- (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 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 (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) a maximum of 25% of the available spaces as set out in the school's annual admission notice, will be allocated to children and grandchildren of those who have attended St. Senan's N.S.

- (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 St. Senan's N.S. 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 St. Senan's N.S., a parent/guardian must indicate—

(i) whether or not he/she has accepted an offer of admission for another school or schools. If he/she has accepted such an offer, he/she must also provide details of the offer or offers concerned and

(ii) whether or not he/she has applied for and is awaiting confirmation of an offer of admission from another school or schools, and if so, he/she 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 St. Senan'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.

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

1. an application for admission to the school has been received,
2. an offer of admission to the school has been made, or
3. an offer of admission to the school has been accepted.

This may include any or all of the following;

1. the date on which an application for admission was received by the school;
2. the date on which an offer of admission was made by the school;
3. the date on which an offer of admission was accepted by an applicant;
4. 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 St. Senan'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. Senan'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.

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:

- Parents seeking to enrol their children in St Senan's N.S. are requested to complete an Application for Enrolment form prior to entry. These forms are available on the school website and on Enrolment /Open Day or at the request of the parents. The school will notify the parents of decision, as per the admission notice.
- Children enrolled in St Senan's N.S. are required to co-operate with and support the Board of Management's Code of Behaviour.
- Applications will only be accepted on the basis of a fully completed official Application for Enrolment form. This form must be accompanied by a copy of Birth Certificate.

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 above.

However, the parents are notified of the decision within three weeks of the application.

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

The board of St. Senan'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.

17. 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 parents 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 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 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.