

Admission Policy of Scoil Mhuire Carlanstown

Carlanstown, Kells, Co. Meath A82 AH22

Roll number: 18132Q

School Patron: Bishop Tom Deenihan

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 2022. Most recently it was amended in accordance with Section 62 of the Education Act 1998 & the Education (Provision in Respect of Children with Special Education Needs) Act 2022. It is published on the school's website (www.carlanstownns.ie) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Mhuire'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.

Scoil Mhuire is a Catholic co-educational primary 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 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 Scoil Mhuire 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

Scoil Mhuire, under the patronage of the Bishop of Meath, welcomes all children equally, respecting the diversity of values, beliefs, languages and lifestyles in modern Irish society. An appreciation and acceptance of diversity is acknowledged as important by the whole school community. With the support of the wider school community we aim to cultivate a caring and stimulating environment where every child is enabled to reach his / her full potential, morally, socially, emotionally and academically while also respecting him/herself, their peers and their environment.

Scoil Mhuire values education as a fundamental element in helping each child reach their individual potential as a person and to become valued and productive members of society. Our school acknowledges the uniqueness and potential that exists within each child. The school sees the education of each individual pupil as a shared responsibility with the parents as primary educators of their children. The self-esteem of every child is central to their social, moral and educational success in school and should be nurtured and valued by the whole school community.

The school supports the principles of:

- ***Inclusiveness***, particularly with reference to the enrolment of children with a disability or other special need.
- ***Equality of Access and Participation*** in the school and all school related activities.
- ***Parental Choice*** in relation to enrolment.
- ***Respect*** for the diversity of values, beliefs, tradition, languages and ways of life in Irish society. It should be stressed that the school will always respect the ethos and culture of all minority and ethnic pupils attending Scoil Mhuire; these families shall also respect the ethos, culture and rules of the school.

3. Admission Statement

Scoil Mhuire 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,*
- (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 Mhuire 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.

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

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

Scoil Mhuire is a mainstream school with NCSE sanction for two Early Intervention ASD Classes. The classes are intended for pupils aged 3-5 who have a diagnosis of ASD meeting DSM IV/V or ICD-10 diagnostic criteria. The classes are for all pupils who meet criteria irrespective of cognitive ability. The maximum class size for the Early Intervention ASD class is 6 pupils, in line with DES and HSE policies. It will be staffed by one teacher and a minimum of one SNA, as dictated by DES Allocation procedures.

Pupils with Special Educational Needs (SEN) in the mainstream school are catered for by their mainstream class teacher with the support of the Special Education Team. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of special education needs or disability provided the necessary supports are in place in the school. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources.

Criteria for Admission to our Early Intervention ASD Classes:

A child will be offered a place when all of the following criteria have been met:

1. A fully completed application form for enrolment and all available reports have been submitted to the school by the parent/guardian, within the timeframe specified in the Admissions Notice pertaining to the upcoming school year.
2. The child must have a report with a diagnosis of Autism meeting DSM IV/V or ICD-10 diagnostic criteria. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure.
3. The school has an available place within the appropriate Early Intervention Class.

Selection Criteria

1. Siblings of currently enrolled pupil's
2. Those permanently resident within the Catholic parish of Carlanstown/Kilbeg and the traditional catchment area of the school.
3. All remaining applicants.

In the event that the number of applicants exceeds the number of remaining places in any of the selection criteria categories above, the following arrangements will apply

1. remaining applicants will be prioritised on the grounds of age, beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.
2. Where two or more pupils are tied for the last remaining available school place [on grounds of shared date of birth], that place will be awarded to the applicant who is oldest by virtue of the time of birth recorded on their birth certificate.

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
- c) Scoil Mhuire is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The Early Intervention ASD Class in Scoil Mhuire, provides an education exclusively for students with ASD and the school may refuse the 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 advance of the publication of the admissions notice each year the Board of Management of Scoil Mhuire will agree the number of incoming infants based on the following factors

- the number of Sixth Class pupils leaving in June of the year in question,
- the size of the present Junior Infant class (we are a multigrade school)

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:

- 1) Siblings of currently enrolled pupils
- 2) Siblings of previously enrolled pupils
- 3) Those permanently resident within the catholic parish boundary, priority eldest
- 4) All remaining applicants

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:

Places will be allocated beginning with the eldest in descending order of age until all remaining places have been allocated.

In the event that two or more applicants are tied for the last remaining school place available (by virtue of the same date of birth) e.g. oldest by time of birth as recorded on the birth cert will be allocated the final place.

In the event that twins or multiple birth siblings are tied for the last place both/all will be admitted by way of exception.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at –
 - (I) an early intervention class, or*
 - (II) an early start pre-school, specified in a list published by the Minister from time to time**
- (b) the payment of fees or contributions (howsoever described) to the school;*
- (c) a student's academic ability, skills or aptitude;*
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;*
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;*
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;*
- (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 Mhuire 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 Mhuire 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

(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 Mhuire where –

- (i) it is established that information contained in the application is false or misleading.*
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.*
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or*
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.*

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom –

- (i) an application for admission to the school has been received,*
- (ii) an offer of admission to the school has been made, or*
- (iii) an offer of admission to the school has been accepted.*

The list may include any 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;*

- (v) 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 Mhuire 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 Mhuire 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 other than the school's intake group are as follows:

- *The Board of Management of Carlanstown National School, in its Admission Policy, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class each year, bearing in mind; size of/available space in classrooms, health & safety concerns regarding staff and children, the educational needs of children of a particular age, multi-grade classes, presence of children with special educational/behavioural needs, DES maximum class average directives & time of school year*
- *The Board has determined that, henceforward, each class level (or classroom) will be deemed to have reached capacity (full) if that class level (or classroom) has 27 or more pupils currently enrolled and no further applicants will be admitted to that class level.*
- *To apply the parents are requested to submit a separate completed application form with Birth Certificate and a utility bill with proof of address.*
- *b) The Principal will process the application and determine whether there is a school place available at the desired class level.*
- *The Principal will issue a decision to the parents within 21 days of receipt of application.*
- *Parents are required to accept the offer of a school place within 10 days*
- *If the applicant is unsuccessful in their application the applicant will be placed on the waiting list (in accordance with the selection criteria outlined in section 6 above).*
- *The Board will comply with all the provisions contained in the Education Welfare Act, which contains specific provisions in relation to the transfer of pupils from one national school to another.*

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:

- *The Board of Management having determined the maximum number of children in each class each year (based on the criteria listed in Point 15 above) will process an application for admission received after the commencement of the school year if there is a space available.*
- *The application will be considered in line with the procedures outlined above.*

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

The Board of Scoil Mhuire 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.*

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who 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:

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.

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 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.

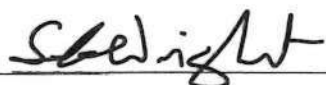
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Review Procedure

The policy was amended on 7th December 2022 and will be reviewed by Board of Management every three years or as the need arises.

Policy Ratification

The policy was ratified by the Board of Management of Scoil Mhuire Carlanstown on 7th December 2022

Signed: 

Date: 7.12.2022

Chairperson, Board of Management.

Signed: 

Date: 7.12.2022

Principal.

The content of this policy have been approved by Fr. Paul Connell acting on behalf on the Patron.

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.

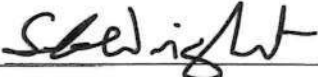
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Review Procedure

The policy was amended on 7th December 2022 and will be reviewed by Board of Management every three years or as the need arises.

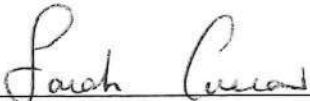
Policy Ratification

The policy was ratified by the Board of Management of Scoil Mhuire Carlanstown on 7th December 2022

Signed: 

Date: 7.12.2022

Chairperson, Board of Management.

Signed: 

Date: 7.12.2022

Principal.

The content of this policy have been approved by Fr. Paul Connell acting on behalf on the Patron.