

## **Admission Policy of Scoil Mhuire**

**Clontibret, Co. Monaghan**

**Roll number: 18539A**

**School Patron: Bishop Larry Duffy, Bishop of Clogher**

### **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 1<sup>st</sup> September 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 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.

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

Scoil Mhuire is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Clogher, Bishop Larry Duffy.

“Catholic Ethos” 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,

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, Clontibret is a co-educational, Catholic, Primary School which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

While Scoil Mhuire is a school with Catholic ethos, it also has due recognition for all other religions.

The Board of Management will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Scoil Mhuire will encourage the involvement of parents through home-school contacts and through their involvement in the Parents' Association.

Scoil Mhuire 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 members of the school and wider community.

Scoil Mhuire will promote gender equity amongst the staff and pupils.

We offer a broad based curriculum as per the Revised Curriculum for National Schools in order to facilitate the acquisition of knowledge, promote enjoyment in learning and to provide knowledge/skills to equip students for work and leisure as active, confident and responsible members of a rapidly developing society.

Déanfaimid iarracht Gaeilge a labhairt.

### **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, 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 Mhuire 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

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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire is a school which has established 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 Mhuire with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with a diagnosis of being on the Autistic Spectrum. One class is designated for Early Intervention and two classes are designated as being ASD classes

A pupil will be eligible for a place in the Early Intervention Class if the pupil has a report from a relevant team of professionals such as psychologist, speech & language therapist, occupational therapist or psychiatrist stating that the pupil has a diagnosis of Autistic Spectrum Disorder. The professional report must meet D.E.S. requirements for ASD.

A pupil will be eligible for a place in a Special Class for ASD if the pupil has a report from a relevant team of professionals such as psychologist, speech & language therapist, occupational therapist or psychiatrist stating that the pupil has a diagnosis of Autistic

Spectrum Disorder and that there is a recommendation that the pupil should have access to a Special Class for ASD attached to a Mainstream School. The professional report must meet D.E.S. requirements for ASD.

School management would also liaise with the SENO, Enable Ireland and with NEPS in relation to a recommendation that placement in a special class attached to a mainstream school is the appropriate setting for the pupil and their learning needs.

The Board of Management of Scoil Mhuire will ensure that steps are taken at an early stage to identify children with special needs who may be applying for admission and to become familiar with their needs.

The Board of Management will request copies of all relevant reports including medical, psychological or individual report if available. If further resources are required to meet these needs the Board will request the Department of Education and Skills to provide the necessary resources. In seeking to identify the applicant's needs, it may be necessary for the Principal to meet with the applicant's parents/guardians and/or other professionals working with the child.

## **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) The special classes attached to Scoil Mhuire provide an education exclusively for students with **Autistic Spectrum Disorders** 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. (please see section 4 above for further details)

## **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:

- a. Siblings of current pupils (including step-siblings, resident at the same address) – priority to oldest
- b. Siblings of past pupils (including step-siblings, resident at the same address) – priority to oldest
- c. Children living within the parish – priority to oldest

- d. Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map) if the child is normally resident outside the parish/ agreed catchment area

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 filled following the order of the categories of a, b, c and d above.

If after this, there are two or more students tied for a place or places:

- Places will be filled by lottery and the remaining students will be placed on a waiting list.
- Any such lottery will be conducted by the Board of Management. For students being placed on a waiting list similar arrangements will apply

## **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 contribution
- (c) a student's academic ability, skills or aptitude;  
other than in relation to admission to the special classes for ASD 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 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 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).

All requests for a review / appeal must be received by the Board of Management within three weeks of receipt of refusal.

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

In accepting an offer of admission from Scoil Mhuire, you must accept the offer within the time frame outlined in the Annual Admission Notice and 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 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;
- (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 [school name] 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.

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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

#### **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:**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) 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) The special classes attached to Scoil Mhuire provide an education exclusively for students with **Autistic Spectrum Disorders** 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. (please see section 4 for further details)
- **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:**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) 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) The special classes attached to Scoil Mhuire provide an education exclusively for students with **Autistic Spectrum Disorders** 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. (please see section 4 for further details)

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

The Board of Management 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.

## **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:

Students will be accommodated with activities and tasks aligned with the curriculum during religious instruction time and time devoted to sacramental formation.

Scoil Mhuire however will not be in a position to accommodate or provide additional education alternatives during the time of religious instruction time and time devoted to sacramental formation.

It is to be noted that these arrangements will not result in a reduction in the school day of such students.

## **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 in writing** 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 in writing** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

**All requests for a review / appeal must be received in writing by the Board of Management within three weeks of receipt of refusal.**

### **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 in writing** 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 in writing** 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.

**All requests for a review / appeal must be received in writing by the Board of Management within three weeks of receipt of refusal.**

**This policy was approved by Patron, Bishop Larry Duffy, Bishop of Clogher on 1<sup>st</sup> September 2020.**

**This policy was ratified by the Board of Management on 5<sup>th</sup> November 2020.**