**Admission Policy of Bunscoil Gleann Sídheáin**

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**School Address: Cappoquin, County Waterford**

**Roll number: 20157V**

**School Patron: The Bishop of Waterford and Lismore**

**Reviewed 21/12/2024**

## **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 September 2020 and the updated version was forwarded to the patron in January 2023. 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 Bunscoil Gleann Sídheáin’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.

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

Bunscoil Gleann Sídheáin is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Bunscoil Gleann Sídheáin 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.

Bunscoil Gleann Sídheáin places the child and his/her best interests at the heart of our educational philosophy. In our school, we endeavour to create a caring community where management, staff, parents and pupils respect, value and appreciate each other. We actively promote a happy, healthy and stimulating school environment where opportunities are provided for promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral, emotional and spiritual. Every opportunity will be given to enable children to discover their talents and uniqueness and to develop into responsible and caring adults.

## **Admission Statement**

Bunscoil Gleann Sídheáin will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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| Bunscoil Gleann Sídheáin is a Catholic primary school and (in accordance with Section 7.3 (c) of the Equal Status Act 2000) may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school. Bunscoil Gleann Sídheáin is a school which has established two 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.Bunscoil Gleann Sidheáin will cooperate with the National Council for SpecialEducation in the performance by the Council of its functions under theEducation for Persons with Special Educational Needs Act 2004 relating tothe provision of education to children with special educational needs,including in particular by the provision and operation of a special class orclasses when requested to do so by the Council.Bunscoil Gleann Sidheáin will comply with any direction served on the patron orthe board, as the case may be, under section 37A and any direction servedon the board under section 67(4B) of the Education Act. |

## **Categories of Special Educational Needs catered for in the special class**

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| Section 4 – Categories of Additional Educational Needs catered for in Bunscoil Gleann Sidheáin Autism Classes Bunscoil Gleann Sídheáin with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with Autistic Spectrum Disorder (ASD). Criteria below must be met by the applicant, and the application process must be adhered to **as per circular 80/2024**. 1. Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)
2. A demonstration of the understanding of complexity of the child’s overall level of need/s evidenced in the professional reports
3. Given the severity or complexity of the child’s support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child’s needs, along with the rationale for same

**Circular 80/2024** advises parents/guardians seeking to enrol their child or young person in a special class or special school:  that they should notify the NCSE by 1 February and engage with them on the range of options which are available to meet the needs of their child or young person and that parents/guardians should obtain a letter from the NCSE to submit with their admission application for a special class or special school confirming that the child meets the requirements for enrolment to that setting.  |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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.

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| **All denominational schools**Bunscoil Gleann Sídheáin is a Catholic school and may refuse to admit as a student a person who is not of the 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 class attached to Bunscoil Gleann Sídheáin provides an education exclusively for students with ASD 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, or a professional assessment and recommendation for enrolment in such an ASD class.**Application Procedure** *(available on our website www.cappoquinschool.com):** Admissions/Enrolment takes place in **January** of each year – please see Admission Notice on our website www.cappoquinschool.com for ways to access the Application Form. The closing date for applications is **31st January @ 15:00 annually**.
* Admissions/Enrolment is by way of written application. All applicable areas of the application form must be completed in full. Every assistance will be given to parents/guardians who may have literacy difficulties or language difficulties when the form is being completed.
* All completed Admissions/Enrolment Application forms must be accompanied by: An original Birth/Adoption Certificate

Proof of present address in the form of a current utility bill. Acceptable utility bills are: gas, water, electricity within one month of date of application.* It is the responsibility of each parent/guardian to ensure that all necessary documentation requested by the school accompanies their application. **Incomplete applications will not be considered and will be returned.**
* Completed written forms should be returned to: The Principal, Bunscoil Gleann Sidheáin/Cappoquin Primary School, Shanbally, Cappoquin, Co. Waterford, P51E732. All envelopes should be clearly marked

‘Admissions/Enrolment Application’.* All applicants for Junior Infants must reach four years of age before the start of the school year in which they wish to enrol. For example: a child starting in September 2025 must reach four years of age before 1st September 2025. Any child who has not reached his/her fourth birthday **cannot** be enrolled at any time. Admission of Junior Infants normally takes place on the first day of the academic year.
* Parents can register their interest in enrolling their child in Bunscoil Gleann Sidheáin in advance should they wish to do so. It is important to note that this is a register of interest only and does not constitute a valid application.

**Completion of an application form does not guarantee a placement in the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not deemed enrolment applications.** |

## **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:

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| 1. Children living in the school’s natural catchment area e.g. Cappoquin, Melleray, Tourin, Affane;
2. Children with siblings already attending or having attended the school;
3. Children of members of the school staff.
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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:

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| Where over-subscription occurs:* Places will be allocated on the basis of pupils’ age, with priority going to the eldest.
* If there is a tie for the final place on that basis, a lottery will be held. The names of the tied pupils will be placed in a container, and the chairperson of the Board will pull the selected name, in the presence of the principal and the parents of the tied pupils if they wish to attend.
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| * **Admission of children in Bunscoil ASD Special Class:**

***Please see separate school policy on enrolment for ASD class.*** |

## **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,
2. the payment of fees or contributions (howsoever described) to the school;
3. a student’s academic ability, skills or aptitude; other than in relation to admission to an ASD class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 siblings of a student attending or having attended the school.
7. the date and time on which an application for admission was received by the school, 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.
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## **Decisions on applications**

All decisions on applications for admission to Bunscoil Gleann Sídheáin 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 15](#_Procedures_for_admission) below in relation to applications received outside of the admissions period and [section 16](#_Declaration_in_relation)  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.

## **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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from Bunscoil Gleann Sídheáin, 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.\*

\*If and when an applicant’s parents or guardians advise Bunscoil Gleann Sídheáin in writing that they do not wish to proceed with the application, the initial application will be deemed null and void.

## **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 Bunscoil Gleann Sídheáin where:

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **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).

## **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 Bunscoil Gleann Sídheáin 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 Bunscoil Gleann Sídheáin 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.

## **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.

## **Procedures for admission of students to other years and during the school year**

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| The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows: Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, the Management Board’s policy on Health & Safety and all relevant School policies In the case of such pupils, an admission application form must be completed and returned with an original birth certificate and proof of address.Our school will contact the former school to ensure information supplied is accurate.  |

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

This rule applies to all schools.

The board of Bunscoil Gleann Sídheáin or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

##  **Arrangements regarding students not attending religious instruction**

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| The following are the school’s arrangements for students, where the parent~~s~~ 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 parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school: |

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## **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.

Signed: Keith Dransfield Signed: Martin Delaney

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(Chairperson of Board of Management) (Principal)

Date: 21/12/2024 Date: 21/12/2024