

## CPSMA Template admission policy

Formatted: Font: 11 pt

Admission Policy of Scoil Náisiúnta Baile an Phiarsaigh{name-of-school}

Formatted: Font: 11 pt

School Address: Drinagh, Co. Wexford. Y35F663

Roll number: 18558E

School Patron/s: Bishop of Ferns

### 1. Introduction

Formatted: Font: 11 pt

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 h [date]. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

Formatted: Highlight

Formatted: Font color: Red, Highlight

The relevant dates and timelines for Scoil Náisiúnta Baile an Phiarsaigh -[school name] 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.

Formatted: Font color: Red

Formatted: Highlight

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

Formatted: Font: 11 pt

This section must be completed by all schools.

Scoil Náisiúnta Baile an Phiarsaigh{Name-of-school} is a Catholic [co-educational/all boys/all girls] primary school with a Catholic ethos under the patronage of the Bishop of Ferns{insert Patron}.

Formatted: Highlight

Formatted: Highlight

"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 Náisiúnta Baile an Phiarsaigh 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.

Insert details here of the Mission Statement and general objectives of the school.

Insert details here of the Mission Statement and general objectives of the school.

Piercestown N.S. is a Catholic school in which our shared values of mutual respect, effort, kindness and personal responsibility are interwoven into the life and work of pupils and staff. We openly welcome children of other faiths and none.

We place a strong emphasis on the close spirit of co-operation between home and school amongst the staff of the school, the varied and broad curriculum which develops the talents of the pupils and on the relationship between staff and pupils which all contribute to a hard-working enjoyable atmosphere.

Being home to a special class, our whole school ethos is one based on inclusivity. Our classes are mixed and all pupils, boys and girls are treated equally. We cherish the varied backgrounds, cultures and religions of our pupils and foster a spirit of tolerance and open-mindedness. No uniforms are worn in our school. We seek to maintain a balance between change and constancy and understand the importance of wide and timely consultation with everybody involved in all of our major decisions.

Our motto 'Piercestown National School where learning and growing are nurtured' encompasses the importance of the holistic development of the child, and the warm atmosphere we cultivate to do so.

### 3. Admission Statement

Scoil Náisiúnta Baile an Phiarsaigh 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.

~~Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.~~

~~Schools must retain any of the following statements that apply to them and delete those that do not:~~

**Single gender schools**

~~[Name of school] is an all boys/all girls (delete as appropriate) school and does not discriminate where it refuses to admit a boy/girl applying for admission to this school.~~

**Post-primary denominational schools**

~~[Name of school] is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of (insert details of particular religious denomination concerned) in preference to others.~~

**Primary schools receiving applications from applicants of a minority religion**

~~[Name of school] 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.~~

**All denominational schools**

~~Scoil Náisiúnta Baile an Phiarsaigh [Name of school] 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school. However, we are a school accepting of and accommodating to all faiths and none.~~

**Special schools**

~~[Name of school] is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.~~

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

~~Scoil Náisiúnta Baile an Phiarsaigh [Name of school] is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an~~

Formatted: Indent: Left: 0 cm

Formatted: Font: (Default) Arial

Formatted: Highlight

Formatted: Font: (Default) Arial

Formatted: Highlight

Formatted: Font: (Default) Arial

Formatted: Highlight

Formatted: Highlight

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Highlight

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

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

~~In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.~~

Formatted: Font: 11 pt

~~Schools must retain the following statements that apply to them and delete those that do not:~~

~~**(a) In the case of a special school**~~

~~{School name} with the approval of the Minister for Education and Skills, provides an education exclusively for students with (insert details of category or categories of SEN the school caters for).~~

~~**(b)(a) In the case of a mainstream school with a SEN class attached**~~

~~Scoil Náisiúnta Baile an Phiarsaigh {School Name} with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder. (insert details of category or categories of SEN the special class caters for).~~

Formatted: Highlight

Formatted: Highlight

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

#### 5. Admission of Students

Formatted: Font: 11 pt

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

Formatted: Font: (Default) Arial

Additional information must be included (as applicable) in this section.

Schools must retain any of the following statements that apply to them and delete those that do not:

#### All denominational schools

Scoil Náisiúnta Baile an Phiarsaigh is a Catholic school and may refuse to admit as a student a person who is not of Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school. However, we are a school accepting of and accommodating to all faiths and none.

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

The special class attached to Scoil Náisiúnta Baile an Phiarsaigh provides an education exclusively for students with Autistic Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Enrolment of the children into the special class in Scoil Náisiúnta Baile an Phiarsaigh will be processed in line with our Admissions policy when all of the following criteria have been met:

1. The child must have a multi-disciplinary report with a diagnosis of a qualifying Autism Spectrum Disorder (DSM IV or V) and with a recommendation to attend an ASD class attached to a mainstream school. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure.
2. A recent recommendation (within two years of the proposed admission date) must be provided by the above professional indicating that a placement in an ASD class in a mainstream school is warranted. A needs analysis/recommendation in respect of each child will also be required in order to provide the best education possible for the children.

#### 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:

#### **Insert selection criteria here**

~~Note: In the case of a primary school that intends to give priority in admission to a student of a minority religion in accordance with section 7A of the Equal Status Act 2000, the school must include details of the arrangements for same here (see FAQ number 15) (delete if not applicable)~~

- Siblings of children already enrolled and previously enrolled in Scoil Náisiúnta Baile an Phiarsaigh
- Children whose home address is within the Parish boundaries

Formatted: Highlight

- Children of current school staff members
- Children and grandchildren of past pupils of Scoil Náisiúnta Baile an Phiarsaigh— (this is capped at 25% of the number of total number of places being offered)
- All others who parents/guardians have completed an application form in accordance with the Admissions Policy

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:

Any remaining places in that category will be offered following a random process of selection

- 
- The names of applicants in any remaining category will be placed on a numbered waiting list, using the same random process to determine the order of names on the waiting list
- The name of any child whose application is received after places have been offered will be placed on the waiting list and that place on the waiting list will be determined in accordance with the criteria for enrolment
- In the event that a place becomes available, through non-acceptance, cancellation or other cause, the place will be offered to parents/guardians on the waiting list. Insert details of the school's arrangements here

Formatted: Font: (Default) Arial, Highlight

Formatted: Font: Not Bold, Highlight

Formatted: Font: (Default) Arial, Highlight

Formatted: Highlight

Formatted: List Paragraph, Left, Add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: (Default) Arial, Highlight

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Left, Add space between paragraphs of the same style

Formatted: Font: 11 pt

## 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- 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—
  - an early intervention class, or
  - an early start pre-school, specified in a list published by the Minister from time to time;
- the payment of fees or contributions (howsoever described) to the school; other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses;
- a student's academic ability, skills or aptitude; other than in relation to:

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Highlight

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Highlight

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Highlight

- admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or

- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;  
(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to [Scoil Náisiúnta Baile an Phiarsaigh](#) 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 Náisiúnta Baile an Phiarsaigh**, 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 Náisiúnta Baile an Phiarsaigh** 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 **Scoil Náisiúnta Baile an Phiarsaigh** 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 Náisiúnta Baile an Phiarsaigh** 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.

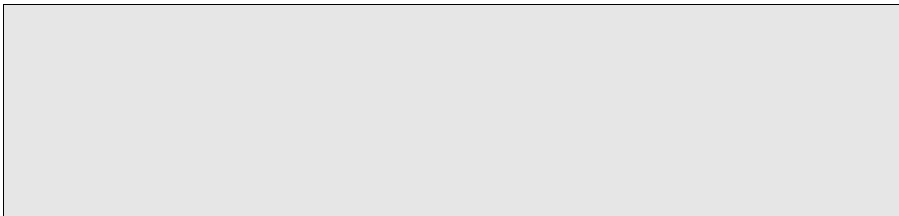
### 15. Procedures for admission of students to other years and during the school year

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 child(ren) in the school in a class other than Junior Infants for the following school year may also complete an application form which are available from the first week of October of the year prior to the year of entry. Parents are requested to provide official proof of address and a copy of the child's Birth Certificate.**

**Places will be offered to parents in late March/May/early June when the availability of places in those classes has been determined. Where the number of children seeking enrolment in**

Formatted: Highlight



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:

Places will be offered to parents in late March when the availability of places in those classes has been determined. Where the number of children seeking enrolment in any given year or class exceeds the number of places available, the same criteria that are used for the enrolment of Junior Infants will be used to prioritise children for enrolment in such classes.

Parents seeking to enrol their child(ren) in the school in any class from Junior Infants to 6th Class during the course of the school year may complete an application form. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate. If a place is available in the class group for which a parent is applying, such a place will be offered within 21 days of the completion of the application form, assuming all supporting documentation has been provided.

???

Formatted: Highlight

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

Formatted: Font: 11 pt

This rule applies to all schools.

The board of Scoil Náisiúnta Baile an Phiarsaigh (name of school) or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

Formatted: Font: (Default) Arial

Formatted: Highlight

- (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.~~

Formatted: Font: 11 pt

### 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents 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

Formatted: Font: 11 pt

### 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.

Formatted: Font: (Default) Arial

### 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 to a reason other than the school being oversubscribed.

Formatted: Highlight

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.

DRAFT