

**Scoil Naomh Abbáin,
Adamstown, Enniscorthy, Co. Wexford.**

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Admissions Policy

Patron: Bishop of Ferns.

1. Introduction

This Admissions 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 the parents of children attending the school.

The policy was approved by the school patron on 12/12/2022. It was 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 Naomh Abbáin's admissions 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 Naomh Abbáin is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Ferns is the Patron of this school.

'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 doctrine, 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 Naomh Abbáin 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 Naomh Abbáin is a co-educational Catholic primary school which strives to be a place of excellence. We aim to work as a partnership between children, parents, staff, Board of Management and the community as a whole.

3. Admission Statement

Scoil Naomh Abbáin 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 applicant in respect of the student concerned has special educational needs.

As per section 61(3) of the Education Act 1998, the '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 Naomh Abbáin 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.

4. Categories of Special Education Needs catered for in the school/special class

Scoil Naomh Abbáin, 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 (September 2024).

Scoil Naomh Abbáin will cooperate with the NCSE in the performance by the Council of its 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 requested to do so by the Council. Scoil Naomh Abbáin will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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/her and that he/she shall make all reasonable efforts to ensure compliance with such code by the student.

Scoil Naomh Abbáin 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.

The special class attached to Scoil Naomh Abbáin 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 Naomh Abbáin will be processed in line with our Admissions Policy when all of the following criteria have been met:

5.1.

Parents must provide a diagnostic report prepared by a Psychologist, Psychiatrist or Multi - Disciplinary team, within 2 years of application, that has assessed and classified the child as having autism or autism spectrum disorder using the DSM-IV, DSM-V or ICD 10. The report must include a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child, due to the presence of complex learning needs.

The school/SENO 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 the details of which should be included in the body of the report or in the recommendations.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that

are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. siblings of current pupils
2. children resident in the parish of Adamstown
3. children of school staff
4. all others

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:

- Admission will be by age, beginning with the oldest, until all places are filled. If siblings of the same age are tied, each will be admitted.

Special Class:

Priority 1:

Pupils currently attending the school who receive a diagnosis of ASD after enrolment in Scoil Naomh Abbáin and meet the criteria as above.

Priority 2:

Siblings of current and former pupils who meet the criteria as at 5.1 above.

Priority 3:

All children who live within the parish of Adamstown and who meet the criteria as at 5.1 above.

Priority 4:

Children from outside the parish of Adamstown and who meet the criteria as at 5.1 above.

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:

Special Class: Admission will be by distance, beginning with those living closest to the school (by road, as per Google maps) until all the places are filled.

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 preschool or preschool service
- (b) The payment of fees or contributions to the school
- (c) A student's academic ability
- (d) The occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) A requirement that a student, or his/her parents, attend for 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/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 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 Naomh Abbáin will be based on the following:

- Our school's admission policy
- The school's admission notice
- 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 Naomh Abbáin, you must indicate-

- (i) Whether or not you have accepted an offer of admission from another school or schools. If you have accepted such an offer, you must provide details of the offer or offers concerned and
- (ii) Whether or not you have applied for and are 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 Naomh Abbáin 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/her and that he/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 8 above.

12. Sharing of data with other schools

Applicants should be aware that section 66(6) of the Education (Admissions 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 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/her name, address, date of birth and personal public service number (within 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 Naomh Abbáin 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 Naomh Abbáin is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with the admissions policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admissions 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 or 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 Admission to Schools 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 a 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 pupils 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 are required to submit a completed Admission Application Form for each child.

The Board reserves the right to determine the maximum number of children in each classroom. Bearing in mind:

- any relevant DES guidelines in relation to class size or staffing provisions
- physical space
- health and welfare of the children
- health and welfare of the teachers
- educational needs of the children
- presence of children with special educational needs/behavioural needs
- double class situations

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

The Board of Management of Scoil Naomh Abbáin or any persons acting on its behalf will not charge fees for or seek payment or contributions (however subscribed) as a condition of-

- (a) An application for admission of a student to the school, or
- (b) The admission or continued enrolment of a child in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) 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 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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.

This policy was ratified by the Board of Management of Scoil Naomh Abbáin, Adamstown on 08/12/2022 and its proposal to the Patron for approval. This policy will be reviewed from time to time.

Chairperson: _____

Principal: _____

Date: 08/12/2022

This policy was updated and ratified by the Board of Management on 08/09/2023.

Chairperson: _____

Principal: _____

Date: 08/09/2023