

Admission policy

Admission Policy of S.N. Peadar & Pol

School Address: Knockafall, Straide, Foxford, Co. Mayo

Roll number: 18848N

School Patron: Bishop of Achonry

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 30/04/2020. 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 S.N. Peadar & Pol 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

This section must be completed by all schools.

S.N. Peadar & Pol is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Achonry.

"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 S.N. Peadar & Pol 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

“To promote a welcoming, caring and safe environment which promotes confidence and self-esteem, to nurture children to achieve their full potential where the talents of the child are valued and respected, and to promote their personal, social, academic and spiritual development”.

S.N. Peadar & Pol. is a Catholic School under the trusteeship of the Bishop of Achonry and is committed to promoting a Christian ethos through fostering mutual respect, nurturing self-esteem, encouraging the realisation of each child’s full potential and developing an awareness of environment, culture and history in a happy atmosphere conducive to learning.

The Board of Management and staff are highly committed to the Catholic ethos. We believe our school community is inspired by the vision and values of S.N. Peadar & Pol. We also fully endorse the vision for Catholic Schools articulated by the Catholic Schools Partnership.

“Catholic schools in Ireland are a living expression of a long and varied tradition of education inspired by the life of Christ as lived in the Church. Such schools emphasis the dignity of the human person as a child of God called to work with other persons in creating an inclusive community in service of the common good; where knowledge is sought and respected while faith is nurtured and challenged.”

The Board of Management and staff of S.N. Peadar & Pol are committed to full compliance with the provisions set out in the Equal Status Act. Every effort is always made to ensure that no member of our school community is ever discriminated against on the basis of gender, civil status, family status, age, race, religion, disability, sexual orientation or membership of the traveller community.

We cherish and welcome cultural and religious diversity in our school. Children from different countries, ethnic backgrounds and religious beliefs are welcome to attend our school and we whole heartedly embrace multicultural and multi-ethnicity and welcome them into our school community.

The wellbeing and educational welfare of the children is always central to any decision making process in S.N. Peadar & Pol Staff and management are committed to ensuring that time is invested in listening to and understanding the children’s thoughts, ideas and perspectives. We aim to ensure that the children in our care always feel deeply understood, respected, supported, cared for and nurtured.

We strive to achieve the highest standards of excellence in all areas of teaching and learning for our students. We are acutely aware of the necessity to use a wide range of modern teaching methodologies, differentiation strategies and assessment techniques to meet the varied needs and learning styles of our students. We aim to provide a positive and stimulating learning environment that helps every child to develop intellectually, culturally, physically, morally, emotionally and spiritually. We aim to foster strong Christian values amongst the

children and equip them with the skills and confidence they need to fully participate and contribute in a meaningful way to a modern dynamic and ever changing world and society.

The school's Board of Management and staff recognise and respect that parents/guardians are the primary educators of their children. Therefore, we are committed to fostering positive and effective working relationships with the parents/guardians of the learners in our care. We endeavour always to understand challenging family circumstances and how these circumstances impact on the children's capacity to engage in learning activities at school. We strive to include all parents/guardians appropriately and encourage them to effectively support their children's learning at school and at home. Our commitment to the provision of adequate information for parents/guardians continues to be one of our key goals.

Our staff is committed to continuous professional development and life-long learning. We understand that each of us must support and encourage the children and each other to grow and develop along personal learning continuums. However, we also understand that we are members of a team collectively responsible for progressing a dynamic and evolving learning community towards its goal of providing the highest standards of educational excellence for all students in our care.

Management and staff in S.N. Peadar & Pol collaborate effectively in the development of strong school organisational policies based on best practice guidelines and DES regulations. These policies are designed to effectively and appropriately protect and support all members of our school community including children, staff and parents/guardians.

S.N. Peadar & Pol is encouraged to protect and promote our core professional values – respect, empathy, trust and integrity – in order to ensure they remain central to the culture of our school community. In the interest of ensuring that our school is a safe and happy one for everyone, all members of our school community are encouraged to support and contribute to a school culture and value system which encourages our pupils to have respect for diversity, environmental awareness and appreciation of our community.

In order to create this positive culture within our school community, which is most conducive to learning and personal growth, each of us strives to individually and collectively commit to implicitly and explicitly modelling these values in our relationships with children, parents/guardians and colleagues.

This value system, successfully embedded in our school's work culture, provides a deep and unyielding foundation upon which we can work in unity and harmony to build a strong and successful school community where the words of Jesus Christ "Treat others as you would like them to treat you" are lived out each day.

The Ethos of our School:

S.N. Peadar & Pol is a Catholic primary school. We promote Catholic teaching and values. We respect the rights of all children and their parents regardless of their beliefs.

School Schedule

A Roman Catholic School (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the

pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

The Catholic school provides Religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

Admission Statement

S.N. Peadar & PoI 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.

All denominational schools

S.N. Peadar & Pol is a Catholic school whose objective is to provide education in an environment which promotes the Catholic religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

(a) In the case of a mainstream school with an SEN class attached/ASD Unit

S.N. Peadar & Pol do not currently provide an education exclusively for students with Autism.

SEN children are welcomed into our school community and time is allocated to support their needs along with consultation with relevant authorities.

The school follows the DES SEN guidelines on meeting the needs of children with SEN using the continuum of support model. Resources provided to support pupils with special educational needs is used to facilitate the development of a truly inclusive school. Supports provided to pupils with special educational needs are based on identified needs and are informed by regular reviews of progress (in consultation with parents and pupils) as outlined in the Continuum of Support Guidelines. The class teacher has primary responsibility for the progress and care of all pupils in the classroom, including pupils with special educational needs. Special education teaching supports are used solely for the support of pupils with identified special educational needs, including those pupils for whom English is an Additional Language (EAL).

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.

All denominational schools

S.N. Peadar & Pol is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Selection criteria

- 1. Children who are four years of age on or before the first day of April and who have brothers and sisters currently enrolled in the school.**
- 2. Children who are four years of age on or before the first day of April and who qualify as a resident of our catchment area**
- 3. Children who are four years of age on or before the first day of April and not included within the preceding categories and whose parent is an employee of the school.**
- 4. Any child who is four years of age on or before the first day of April and who applies for a place is entitled to be enrolled if there are places available after the groups 1-3 have been allocated places.**

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be retained on a waiting list for the school year in which admission is being sought.

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) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - 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 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.

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

8. Decisions on applications

All decisions on applications for admission to **S.N. Peadar & Pol** will be based on the following:

- Our school's admission policy
- The school's annual 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 **S.N. Peadar & Pol** 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 **S.N. Peadar & Pol** 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 **S.N. Peadar & Pol** 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 **S.N. Peadar & Pol** 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.

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

15 (A)

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 complete an application form.

Note: *The Board of Management currently operates a maximum average of 30 pupils per mainstream class, based on the staffing circular of the Department of Education and Skills Circular 18/2020*

Selection Criteria – Senior Infants – 6th class

1. Children who are currently enrolled in a Special Class/ASD class in the school, if developed in the future.
2. Children who have siblings currently enrolled in the school.
3. Children who qualify as a resident for the purposes of this Admission Policy within the Parish of Straide or within 15 km of the school.

a. Note: *Two of following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. electricity, or water.*

4. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
5. Children who are not included in categories 1-4.

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:

The board of management will apply the five selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

15 (B)

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.**

Parents complete an application form.

Note: The Board of Management currently operates a maximum average of 26 pupils per mainstream class, based on the staffing circular of the Department of Education and Skills Circular 18/2020

Selection Criteria

1. Children who are currently enrolled in a Special Class/ ASD class in the school.
2. Children who have siblings currently enrolled in the school.
3. Children who qualify as resident for the purposes of this Admission Policy within the Parish of Straide

a. Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: bank statement, utility bill, gas bill, electricity bill or water bill.

4. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
5. Children who are not included in categories 1-4.

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:

The board of management will apply the five selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

16. Declaration in relation to the non-charging of

fees This rule applies to all schools.

The board of **S.N. Peadar & Pol** 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

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) 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, may request the Board of Management to review a decision to refuse admission. Such requests must be made in accordance with Section 29 C 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 29 B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board of Management will conduct such reviews in accordance with the requirements of the procedures determined under Section 29 B and with section 29 C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under Section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an Independent Appeals Committee appointed by the Minister for Education and Skills.

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

Signed:

Chairperson of Board of Management

Date: