

## Admission Policy of Inchicronan Central N.S

School Address; Crusheen, Co. Clare

School Website: [www.crusheenns.net](http://www.crusheenns.net)

Roll number:19551s

School Patron: Bishop of Killaloe

### 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 parents.

The policy was approved by the school patron on 27<sup>th</sup> May 2020. It will be 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 Inchicronan N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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

Inchicronan N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Inchicronan N.S. 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.

### 3. Admission Statement

Inchicronan N.S. 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.

Inchicronan NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Inchicronan NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67 (4B) of the Education Act.

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

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

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

### 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)



- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Inchicronan NS is a Catholic school and 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.

## 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. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Children of staff members, priority eldest;*
4. *Random selection (independently verified by Principal and member of PA).*

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:

(Priority to eldest in accordance with the above criteria)

## 7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naoinrai
- (b) the payment of fees or contributions (howsoever described) to the school;

- (c) a student's academic ability, skills or aptitude;
- (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 applicants with siblings currently enrolled)
- (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 Inchicronan N.S. 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 below in relation to applications received outside of the admissions period and section 16 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 Inchicronan N.S., it must be indicated

- (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 Inchicronan N.S. 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 Section 10.
- (v) The school is unable to accommodate the needs of the pupil. This may be in the form of SNA support.

## 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 Inchicronan N.S. 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 Inchicronan N.S. 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 four 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:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

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:



*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 Inchicronan NS 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 Inchicronan NS 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.*

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

The Board of Inchicronan NS 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**

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

## **18. Reviews/appeals**

### **Review of decisions by the board of Management**

The parents/guardians of 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 parents/guardians 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 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

### **Note**

The Principal is to be responsible for the day to day management of the school, including guidance and direction of the teachers and other staff of the school **and the implementation of the admission policy of the school** and be accountable to the board of the school for that management".

The policy was ratified by the Board of Management of Inchicronan NS on 13/02/23

Signed: Shane Donnell Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office acting on behalf of the Patron.





Appendix (1)

## **ENROLMENT APPLICATION FORM 2023/24**

**Office use only:**

Date Received: \_\_/\_\_/\_\_ Pupil Roll No.: \_\_\_\_ ☐

Birth Certificate: ☐ Baptismal Certificate: ☐

Please fill out ALL sections on this form, including the P.P.S. No. as we cannot accept application without this

**Section A**

**Year Starting 2023**

Surname	
First Name	
PPS No	
Date Of Birth	
Address	
Eircode	
Religion	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Siblings in school	
Class/es	
Nationality	
Parent/Guardian 1 Name	
Mothers Maiden Name	
Parent/Guardian 1 Mobile Phone No.	
Parent/Guardian 1 Email Address	
Parent/Guardian 1 Occupation	
Parent/Guardian 1 Work Phone No. Parent/Guardian 1 Home Phone No.	
Parent/Guardian 2 Name	

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Parent/Guardian 2 Mobile No.	
Parent/Guardian 2 Email Address	
Parent/Guardian 2 Occupation	
Parent/Guardian 2 Work Phone No. Parent/Guardian 2 Home Phone No.	
Emergency Contact Name and No.	

**Section B: Please fill out relevant, part A or B:**

**Part A:**

**Part B:**

Previous School Attended:	
Address	
Phone No.	
Class/es	

Pre-school Attended				
Address				
Phone No.				
Has this child ever been expelled/suspended from another school			Yes	No
Has this child ever attended any of the following	Medical Specialist	Psychologist	Speech Therapist	Any Other
Please tick				
Name and address of consultant				



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Date when attended				

**Section C**

Doctors Name		
Address		
Phone No		
Does your child suffer any medical condition?	Yes	No
If yes please specify medical condition		
Might this condition require administration of medication either on a regular or an emergency basis during school hours?	Yes	No

**Section D**

I hereby give permission for my child in relation to the following

Yes No

To gather and process your child's personal data for the purposes of administering the education of your child. To facilitate this, we will input your child's data into the schools Management Information System, Aladdin. Aladdin is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.		
To create Gsuite google classroom account for your child for the purposes of administering remote education of your child when necessary		
To take part in the R.S.E., S.E.S.E., Stay Safe Programmes, all are recommended and vetted by the Dept. Of Education & Skills. You will be Informed in advance about these lessons.		
To forward information regarding my child to HSE for the purpose of vaccinations, dental and health screening examinations to be held in the school.		
To attend the Special Education teacher if deemed necessary (Parent/Guardian will be contacted in advance)		

On occasion we administer 'Diagnostic' tests (e.g. MIST, NIRT) to discover the education progress of pupils. Should any concerns arise following these tests we will contact you.		
On occasion, it may be necessary for organisational reasons to remove a group of children to another room to work with a support teacher (if your child is experiencing learning difficulties you will be informed personally by the teacher)		
For the inclusion of your child's photograph on school website with no name attached		
For the inclusion of my child's school work to be entered in competitions. (You will be informed in advance of this)		
For the use of my child's name (not photo) in relation to publicising school events and activities in our newsletter, website and similar publications?		
To allow my child's uniform being changed by a teacher in the presence of another adult in case of illness or toilet accident?		
To receive text messages/notices from the school e.g. reminders, updates etc		
To give permission for my child to go on school tours, local educational visits/field trips and participating in school activities (e.g. matches, quizzes, choir etc.)		
If your child need to be taken immediately to a doctor or hospital in case of serious illness/accident (if we cannot contact you)		

**All information given above is correct.**

**Signed by Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_