

## **Polasaí Iontrála / Admission Policy Gaelscoil Mhainistir na Corann**

**Bán Sheáin, Mainistir na Corann**

**Roll number: 20107G**

**School Patron/s: Bishop of Cloyne, Bishop William Crean**

### **1. Réamhrá / 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 the 14<sup>th</sup> October 2022. 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 Gaelscoil Mhainistir na Corann 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. Sainspiorad agus cuspóirí ginearálta na scoile / Characteristic spirit and general objectives of the school**

Gaelscoil Mhainistir na Corann is a Catholic co-educational, all-Irish primary school with a Catholic ethos under the patronage of the Bishop of Cloyne. "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 Gaelscoil Mhainistir na Corann 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.

### **RÁITEAS MISIN agus FÍS / MISSION STATEMENT and VISION**

Is é misean Gaelscoil Mhainistir na Corann ná saoránach agus foghlaimeoir cneasta, eiticíúil, tuiscineach agus cruthaitheach a dhéanamh dár ndaltaí i dteannta le tuismitheoirí, múinteoirí agus baill uile na scoile

Is í fíís Ghaelscoil Mhainistir na Corann ná atmaisféar fáilteach, ionchuimsitheach, comhoibritheach agus páiste lárnach a chruthú chun a chinntiú go bhfuil guth gach páiste agus timpeallacht foghlama dearfach agus sábháilte mar bhuncloch na scoile. Spreagtar cothrom na féinne do chách agus féinmhuinín gach páiste ina theannta. Léirítear agus lorgaítear meas. Tá ardchaighdeán de theagasc agus foghlaim lárnach i ngach rud a dheintear sa scoil le réimse leathan de mhodhanna múinte in oiriúint do gach páiste i bhfeidhm. Spreagtar cultúr agus dúchas na Gaeilge chun grá, meas agus omós don teanga a thabhairt dár ndaltaí.

### **3. Ráiteas Iontrála / Admission Statement**

Gaelscoil Mhainistir na Corann 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.

Gaelscoil Mhainistir na Corann 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.

Gaelscoil Mhainistir na Corann 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."

Gaelscoil Mhainistir na Corann 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.

Gaelscoil Mhainistir na Corann is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Na catagóirí de Riachtanais Oideachais Speisialta a dhéantar freastal orthu sa scoil/sa rang speisialta/ *Categories of Special Educational Needs catered for in the school/special class***

Gaelscoil Mhainistir na Corann with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a primary diagnosis of Autism/Autistic Spectrum Disorder (ASD).

For enrolment to the Autism/Autistic Spectrum Disorder (ASD) class in Gaelscoil Mhainistir na Corann each child must have a psychological assessment report (no more than 2 yrs old) and a diagnosis of Autism/ Autistic Spectrum Disorder using the DSM-IV, DSM-V or ICD 10 diagnostic criteria as set out by a multidisciplinary team approved by the Department of Education and Skills.



There must be a recommendation from the relevant professionals in the report that a Special Class placement in a mainstream school is both necessary and suitable for the child. The child's ability will be considered so that their potential to integrate into mainstream classes, where appropriate, can be maximised to the full.

Please note that all reports in existence for a child should be provided to the school for consideration. Fulfillment of enrolment criteria does not necessarily ensure admission. The Special Class for Autism/Autistic Spectrum Disorder (ASD) must be specifically identified in the relevant report as the optimal and most appropriate educational setting for the child.

## 5. Daltaí a scaoileadh isteach / 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.
- c) Gaelscoil Mhainistir na Corann is a Catholic School and may refuse to admit as a student a person who is not of Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special class attached to Gaelscoil Mhainistir na Corann provides an education exclusively for students with Autism/Autistic Spectrum Disorders (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 6. Ró-iarratas / 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:

### **Junior Infants:**

If there are more applicants than there are places available, places will be allocated using the following prioritising criteria:

Priority	Criterion
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1.	Siblings of children currently enrolled. (Sibling incl. step-siblings, resident at the same address, or those fostered by parents of enrolled children)
2.	Siblings of children who have attended the school in the past. (Sibling incl. step-siblings, resident at the same address, or those fostered by parents of enrolled children)
3.	Children of current staff
4.	Children of parents who are past pupils of the school. (As per the admissions Act (2018) this will not exceed 25% of the overall intake.)
5.	All remaining applicants by means of lottery

Where parent wish their child to be considered under the 'level of fluency in the Irish language' provision above, that parent is invited to provide evidence to prove/display the fluency to the principal. This evidence must be provided with the application; except for evidence provided by attending a meeting at the school, if such is requested by the parents/ guardians, which opportunity will be arranged by the principal.

#### **Special Class Enrollment Criteria**

If there are more applicants than there are places available, places will be allocated using the following prioritising criteria:

Priority	Criterion
1.	All children currently enrolled within the school with an ASD diagnosis and a recommendation of placement in an ASD class. / <b>Existing Mainstream pupils that may require reverse integration placement into our school's Special Class for children with ASD.</b>
2.	Siblings of children currently enrolled. (Sibling incl. step-siblings, resident at the same address, or those fostered by parents of enrolled children)
3.	Siblings of children who have attended the school in the past. (Sibling incl. step-siblings, resident at the same address, or those fostered by parents of enrolled children)
4.	Children of current staff.
5.	Children of parents who are past pupils of the school. (As per the admissions Act (2018) this will not exceed 25% of the overall intake.)
6.	All remaining applicants - priority given to the youngest.

For mainstream applicants the remaining children will be offered places or added to a waiting list by way of a lottery system / random selection. All names will be drawn from a hat and placed on a list in the order in which their names were drawn. This will be overseen by the principal and independent parties composed of the deputy principal, the school secretary, a member of the Board of Management and a representative of the Parents Association. A quorum of four of the above will be present for the selection process.

## **7. An méid nach mbreithneófar nó nach gcuirfear san áireamh / *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,
- (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 an Irish language school, in accordance with the provisions of section 62(9) of the act;

admission to 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
  - (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 31st January 2025 only).

## **8. Cinntí ar iarratais / Decisions on applications**

All decisions on applications for admission to Gaelscoil Mhainistir na Corann 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. Cinntí a chur in iúl d'iarratasóirí / 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. Iarratasóir ag glacadh le tairiscint áite / Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Gaelscoil Mhainistir na Corann, 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. Cúinsí nach féidir tairiscintí a dhéanamh ina leith nó a tharraingt siar / 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 Gaelscoil Mhainistir na Corann 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. Sonraí a roinnt le scoileanna eile / *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. Liosta feithimh i gcás ró-iarratais / *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 Gaelscoil Mhainistir na Corann 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 Gaelscoil Mhainistir na Corann 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. Iarratais dhéanacha / 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. Nósanna imeachta maidir le daltaí a scaoileadh isteach i mblianta eile agus le linn na scoilbhliana / 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:

- a. Parents request application form
- b. Parents complete and submit application form by due date either as in Notice or whatever timeline is agreed
- c. Applicants for Special Classes must submit the appropriate reports to ensure eligibility for a place in the Special Class.
- d. Application is processed
- e. Parents are notified within the timeframe – 3 weeks as per Annual Admission Notice / or from date of application.
- f. Parents accept the place and accept the Code of Behaviour (Section 11) or Applicant refuses place.
- g. Parents may arrange a meeting with Principals prior to submitting an enrollment form.
- h. If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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:

- a. Parents request application form
- b. Parents complete and submit application form by due date either as in Notice or whatever timeline is agreed
- c. Applicants for Special Classes must submit the appropriate reports to ensure eligibility for a place in the Special Class.
- d. Application is processed
- e. Parents notified within the timeframe – 3 weeks from the date of application.
- f. Parents accept the place and accept the Code of Behaviour (Section 11) or Applicant refuses place.
- g. Parents may arrange a meeting with Principals prior to submitting an enrolment form.
- h. If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

#### **16. Dearbhú maidir le gan táillí a ghearradh / *Declaration in relation to the non-charging of fees***

The board of Gaelscoil Mhainistir na Corann 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. Socruithe maidir le daltaí nach bhfreastalaíonn ar theagasc reiligiúnach / *Arrangements regarding students not attending religious instruction***

The following are the school's arrangements for students, whereby 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## **18. An ceart chun athbhreithniú /achomhairc / *Reviews/appeals***

### **Athbhreithniú ar chinntí an Bhord Bainistíochta / *Review of decisions by the board of Management***

The parent 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, in writing, 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, in writing, request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### **Ceart achomhairc / *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.

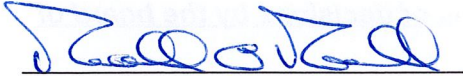
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must, in writing, request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may, in writing, 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.

This policy was formally ratified at a meeting of the Board of Management on the 19th of December 2022



Dáta:

19-12-2022

Niall Ó Néill  
Cathaoirleach an Bhoird Bhainistíochta

This policy will be renewed when necessary.