

Admission Policy of Aughadreena N.S.

School Address: Aughadreena, Stradone, Co. Cavan.

Roll number: 18355N

School Patron: Bishop of Kilmore

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 draft policy was approved by the Board of Management on 27th April 2020.

The policy was approved by the school patron on 15th June 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 Aughadreena 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

Aughadreena N.S. is a Catholic primary school. It celebrates the uniqueness of the child, as it is expressed in each child's personality, intelligence and potential for development. We aim to nurture the child in all dimensions of his or her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical. The school depends on the grants and teacher resources provided by the Department of Education and Skills and operates within the regulations laid down by the Department. The school follows the curricular programme prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

The general objectives of the school are in accordance with those laid out in the Primary School Curriculum

- * to enable the child to live a full life as a child and to realise his or her potential as a unique individual
- * to enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society
- * to prepare the child for further education and lifelong learning.

3. Admission Statement

Aughadreena 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.

"Aughadreena N.S. 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.

Aughadreena 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."

Aughadreena N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic 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

Not Applicable

5. Admission of Students

The school will admit students in accordance with the Education Admissions to School Act 2018, the Education (Welfare) Act of 2000 and Department of Education and Science Rules for National Schools and any relevant circulars issued by the Department of Education and Science.

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

Aughadreena N.S. 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

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:

- A) Brothers and sisters (including step-siblings, resident at the same address) of children already enrolled in the school
- B) Siblings of past pupils of the school
- C) Children living within the catchment area (utility bill may be requested as evidence of residence)
- D) Children to whom the school is the closest school to their home address
- E) Children of current school teaching staff
- F) In the event of being unable to enrol a child/ren from categories A, B, C, D, E in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of A,B,C,D,E) for the subsequent school year over other children on the class waiting list.

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:

Selection by lottery will take place

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 naíonraí, other than in relation to a student's prior attendance at—
 - (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;
- (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 the selection criteria based on 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 Aughadreena N.S. 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 Aughadreena N.S. 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 Aughadreena 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 in Section 9 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.

- (1) An application for admission to the school has been received
- (2) An offer of admission to the school has been made or,
- (3) An offer of admission to the school has been accepted.

The list may include any or all of the following:

- (1) The date on which an application for admission was received by the school
- (2) The date on which an offer of admission was made by the school
- (3) The date on which an offer of admission was accepted by an applicant
- (4) 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 Aughadreena 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 Aughadreena 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.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Pupils wishing to transfer from other schools will be enrolled subject to compliance with all school policies (including Admissions Policy), available space, approval by the Department of Education and Science and Adherence to Rules governing National Schools and relevant circulars.

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 particular cases, pupils may be enrolled during the school year, at the consideration of the Board, only under specific circumstances (e.g. If newly resident in the catchment area) and considering the arrival does not negatively impinge on class teaching or learning for the teacher/children already present.

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

The board of Aughadreena N.S. 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

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

Oversized

As registration has been refused due to the school's overspent demand, you can appeal this decision under section 29(1)(c)(i) of the Education Act, 1998, as amended. First of all, you must ask for a review by the board of management of the decision to refuse entry. This must be requested within 21 calendar days after the date of the decision to refuse admission to the school. The Board of Management's Request Form (BOMR1) is available at [gov.ie - Appeals for admission of a student because the school is oversubscribed](#). You can proceed with submitting a Section 29 appeal as soon as the board of management informed you of the outcome of the review or 42 calendar days after the decision to refuse entry was made (whichever date is earlier). Section 29 Appeal Form can be downloaded at [gov.ie - Appeals in relation to admission of a student because the school is oversubscribed](#). Alternatively, you can send your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A Section 29 appeal must be made not later than 63 calendar days after the date of the decision to refuse entry.

Reasons other than over-claiming

As registration has been refused for a different reason, apart from the school being oversold, you can appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review of the decision to refuse entry by the board of management. You are not obliged, but if you choose to request a review, you must request this within 21 calendar days of the date of the decision to refuse admission to the school. The Board of Management's Request Form (BOMR1) is available at [gov.ie - Appeals for admission of a student for a reason other than over-claiming the school](#). If you ask the board of management to carry out a review, you can proceed with submitting a Section 29 appeal as soon as the board of management informed you of the outcome of the review or 42 calendar days after the decision to refuse entry was made (whichever date is earlier). Section 29 Appeal Form can be downloaded at [gov.ie - Appeals in relation to admission of a student for a reason other than over-claiming the school](#). Alternatively, you can send your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A Section 29 appeal must be made not later than 63 calendar days after the date of the decision to refuse entry.

Permanent expulsion

You have the right under section 29(1)(a) of the Education Act, 1998, as amended, to appeal this decision and you can do so by downloading and completing the Section 29 Appeal Form at [gov.ie - Appeals against expulsion or suspension for a period or periods totaling not less than 20 school days in a school year](#). Alternatively, you can send your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A Section 29 appeal must be made not later than 42 calendar days from the date the board of management confirmed the expulsion.

Suspension

You have the right under section 29(1)(b) of the Education Act, 1998, as amended, to appeal this decision and you can do so by downloading and completing the Section 29 Appeal Form at [gov.ie - Appeals against expulsion or suspension for a period or periods totaling not less](#)

than 20 school days in a school year. Alternatively, you can send your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A Section 29 appeal can be made where the board of management suspends a student for a period or periods of not less than 20 school days in total in a school year. The Section 29 appeal must be made not later than 42 calendar days after the date of the last confirmed suspension.

APPENDIX: BoMR1: Board of Management Request Form – Refused Application

Ratification:

This policy was ratified by the Board of Management of Aughadreena N.S.