

Admission Policy of St. Cronan's National School

Lusmagh, Banagher, Birr, Co. Offaly. R42KC99:

Roll number: 12294M

School Patron: Bishop Michael Duignan, Diocese of Clonfert

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, Bishop Michael Duignan on 1st September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

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

The relevant dates and timelines for St. Cronan's National School'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. Notices will also be placed in the Parish Newsletter, in local playschools and at the school entrance to notify parents that the school is accepting enrolment applications for the coming school year. The enrolment process is by written application only. Completed application forms should be returned by April 30th each year. All applications must be fully completed for consideration.

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

. St. Cronan's National School is a co-educational school under the patronage of the Catholic Bishop of Clonfert. The school has three mainstream classroom teachers, a Special Education Teacher, an SNA and part-time secretary.

While St. Cronan's is a school with a Catholic ethos, it also gives due recognition to children of all other religious beliefs and none.

The characteristic spirit and general objectives of our school are based on the principles of

- Inclusiveness incl. ethnicity, special educational needs, disability, language/accent, gender, sexual orientation, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.
- Equality of access and participation in the school
- Parental choice in relation to enrolment

Our school is part of the local church community and has strong links with the parish, including sacramental preparation.

In our school community, we aspire to promote a nurturing inclusive environment where each child is encouraged and motivated personally, academically, socially, physically and spiritually to become a responsible, happy individual.

We work in partnership with parents and the community to empower students to live in and contribute to a rapidly changing society and to act as responsible, independent children and later, self-sufficient adults who care about others and their environment.

3. Admission Statement

St. Cronan's National School 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.

Primary schools receiving applications from applicants of a minority religion

St. Cronan's National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

All denominational schools

St. Cronan's National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

St. Cronan's N.S. does not have a Special Needs Class. All pupils with SEN and/or physical needs are included in mainstream classes and supported by the Special Education Teacher and SNA as deemed necessary.

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

All denominational schools

St. Cronan's National School is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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 from the Parish of Lusmagh i.e. the school's catchment area
2. Siblings of students already in the school or who have attended the school in the past.
3. Children whose parents /grandparents attended the school.
4. Children from outside the catchment area.

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:

Details of the school's arrangements

1. Places will be offered or added to a waiting list by the earlier date of birth of the student.

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, **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, in the case of the school wishing to include a selection criteria based on (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. Decisions on applications

All decisions on applications for admission to St. Cronan's National School 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.

Decisions in relation to applications for enrolment are made by the B.O.M. in accordance with school policy.

The B.O.M. will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The B.O.M. will have regard for the relevant DoES guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The BOM is bound by the DoES Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in St. Cronan's National School must have reached the age of 4 years by August 31st of the year they will commence 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 St. Cronan's National School, 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 St. Cronan's National School] 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 St. Cronan's 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 St. Cronan's National School 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.

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:

- Parents of these children are asked to fill out an Enrolment Form and return with a copy of the child's Birth Certificate.
- • Parents are also asked to provide written reports, test results, attendance records etc from school(s) previously attended by pupil, to elicit information regarding the child's educational/ social progress, attendance etc.
- • The school may communicate with any school(s) previously attended by the pupil, to elicit any information regarding the child's educational/ social progress, attendance etc
- Parents/ Guardians are given copies of school procedures and documents e.g. book list, uniform, opening and closing times...
- • In S.E.N. cases the school must be furnished with any relevant documentation pertaining to their needs in order to ensure provision of resources

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 of those children are asked to fill out an Enrolment Form and return to the school with the child's Birth Certificate.
- Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.
- In so far as is practicable children will be enrolled on application. Provided that there is space available and having due regard for the Health and Safety of all pupils.#
- The BoM is bound by the DES "Rules for National Schools", which provides that pupils may only be enrolled from the age of 4 years upwards. (Compulsory attendance does not apply until 6 years)
- In the event of applications for enrolments exceeding the number of places available, a weighted criteria may be used as in the Selection Criteria outlined at 5 above.)

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

This rule applies to all schools.

The Board of St. Cronan's National School 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 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. The child will remain in the classroom completing activities in other subject areas.

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.

19.Implementation and Review

This policy will be reviewed, as deemed necessary by the Board of Management.

20, Ratification

This policy was ratified by the Board of Management of St. Cronan's N.S. on 28th April 2020

Signed: Margaret Barton Date 28/04/20

(Chairperson , Board of Management)

Signed: John Downey Date: 28/04/20

(School Principal)