

Admission Policy

Admission Policy of S.N. Naomh Treasa Cashel

School Address: Cashel, Connemara, Co. Galway

Roll number: 17660N

School Patron: Archbishop Francis Duffy Tuam Archdiocese

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 25th of September and by the BOM on 31st January 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 S.N. Naomh Treasa'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

S.N. Naomh Treasa is a Catholic co-educational primary school with a Catholic ethos under the patronage of Archbishop Francis Duffy. We are a DEIS Rural co-educational school.

Our schools is a learner-centred, equality-based, co-educational school where the emphasis is on the holistic development of the child. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.

We endeavour to teach our pupils guided by the DES curriculum and predicated by the uniqueness of each child. We will strive to cater for the individual needs of each child within our multiclass situation. The emphasis will be on the wellbeing of all and the over all, rounded development of each child, as we prepare them for post-primary education and for their future lives. In exercising this policy making and decision-making responsibilities, the school's Manager/Board of Management upholds the characteristic spirit of the school.

School motto: Mol an óige agus tiocfaidh sí!

“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 [Insert the name of the school] 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

S.N. Naomh Treasa is a Catholic school whose objective is to provide education in an environment which promotes certain religious values. SN Naomh Treasa will not discriminate in its admission of a student to the school on any of the following:

- (a) the sex or 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.

S.N Naomh Teresa will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. S.N Naomh Teresa will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

S.N. Naomh Treasa is not a designated Special School nor does it have any special classes currently.

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
- c) Where a student is less than 4 years of age on the 31st of August of the school year concerned.

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.

Junior Infants:

Applicants for Junior Infants must be due to be 4 years of age before the 1st September for the year for which they are applying and have a sibling currently enrolled in the school living in the parish boundary.

Applicants for Junior Infants must be due to be 4 years of age before the 1st September for the year for which they are applying and who do not have a sibling currently enrolled in the school living in the parish boundary.

Catholic children living outside the parish boundary who do not have access to a Catholic school in their own parish.

All other children living outside the parish boundary. We will always do our best to enrol all pupils, mindful of our policy.

Applications received before 1st February for the years 2021, 2022, 2023, 2024, 2025 will be dealt with under the Enrolment Policy in force at that time.

If there are more applicants than there are places available, places will be allocated as follows:

- **In the event that there are two or more students tied for a place or places in any of the selection criteria categories (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by the student living closest to the school.**

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,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; *other than in accordance with the provisions of section 62(9) of the act.*
- (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.
- (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.

Offers of places will be made in the first instance based on existing waiting lists formed prior to February 2020, based on the priority category of the policy at the time of application (up until 31st January 2025 only).

8. Decisions on Applications:

All decisions on Applications for admission to S.N. Naomh Treasa will be based on the following:

- Our School Admission Policy
- The Schools Annual Admission Notice
- The information provided by the applicant in the schools official application form received during the period specified in our Annual Admission Notice for receiving applicants. (Please see section 14 below in relation to applicants received outside of the admission period and section 15 below in relation to applicants for places in years other than the intake group.) Selection criteria that are not included in our schools admission policy will not be used to make a decision on the application for a place in our school.

Admissions of students after the commencement of the school year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next applicant student on the waiting list if there is one or to the next application.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant 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 or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details)

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from S.N. Naomh Treasa, 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 SN Naomh Treasa 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 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 N Naomh Treasa were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of S.N. Naomh Treasa 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 see section.

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 date order of when they were received 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the waiting list.

If two applications are received at the same time for the mainstream classes the applicant will be offered a place or placed on the waiting list in order of earliest date of birth.

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, after the commencement of the school year in which admission is sought, are as follows:

S.N. Naomh Treasa will apply the selection criteria in accordance with our admission policy. If there is a place available after the commencement of the school year in which admission is sought, the place will be offered to the next applicant- student on the waiting list if there is one or to the next application.

Reports from outgoing school to support the application will be sought after, this will be in order to allocate correct teaching resources to the pupil such as support teaching etc.

- Applications for places in classes other than Junior Infants must be submitted in writing to the Chairperson.
- Applications for school places received during the year for coming September are dealt with at the first meeting of the Board of Management. If there are spaces available in any class but the number of applications exceed the number of spaces available, school places will be offered in line with the criteria for Junior Infant classes.

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

The board of S.N. Naomh Treasa 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: The following are school's arrangements for students, where the parents, who 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. 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.

To be ratified by Board of Management in December 2022

Chairperson: ___

Connie Garling-Squire

Policy ratified by the Patron: