

Scoil Naomh Eltin

Admission Policy



School Address: Cionn tSáile, Co Chorcaí

Roll Number: 20435A

School Patron: Bishop Fintan Gavin,
Diocese of Cork and Ross

Introductory Statement

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 Scoil Naomh Eltin 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 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 Scoil Naomh Eltin 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.

Characteristic Spirit and General Objectives of the School

Scoil Naomh Eltin is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

"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 Scoil Naomh Eltin 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Naomh Eltin shall uphold, and be accountable to the patron for upholding the characteristic spirit of the school.

Scoil Naomh Eltin aims to provide:

- a comprehensive, inclusive and accessible education of the highest quality, which will enable children develop to their full potential as persons - spiritually, socially, morally, physically and academically
- a pleasant and orderly environment in which children feel happy and secure, self-esteem is fostered, progress is made in school work and the uniqueness of each child is recognised and valued
- a general, balanced education dedicated to the development of the whole child so as to prepare him/her for the demands of further education, life and the rapidly changing society in which we live.

Admission Statement

Scoil Naomh Eltin 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.

Scoil Naomh Eltin 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.

Scoil Naomh Eltin 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.

Scoil Naomh Eltin is a school which has established a Special Class for Children with Autism with the approval of the Minister for Education and Skills. This class provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder as specified by the Minister. Scoil Naomh Eltin may refuse admission to the class of a student who does not have the category of needs specified.

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

- Scoil Naomh Eltin embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. The school welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this policy.
- Pupils with special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills (DES) and the National Council for Special Education (NCSE).

- In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required the school requests that parent(s) of the pupils accepted for enrolment;
 1. (i) Inform the school of any special needs as early as possible and
 2. (ii) Ensure that copies of relevant professional reports are provided so that provision can be made for that applicant's welfare and educational progress.
- Where a report is not available and in the event that an applicant is accepted for a enrolment, a request will be made that the successful applicant be assessed immediately. Following receipt of the report, the Board of Management will assess how the school can meet the needs as specified therein.
- Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs of the child as outlined in the medical and or psychological report(s).
- The Principal may, in conjunction with the Special Educational Needs Officer (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

Special Class for Students with Autistic Spectrum Disorder

Scoil Naomh Eltin with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder. The Board of Management reserves the right to limit the age range in each class to four years from youngest to oldest.

The Enrolment Application Form for admission to Scoil Naomh Eltin Special Class for Children with Autism is published on the school's website and will be made available in hardcopy on request to any person who requests it. Both Scoil Naomh Eltin Enrolment Application Form and Scoil Naomh Eltin Special Class Enrolment Form for Children with Autism are to be completed when making an application for admission to Scoil Naomh Eltin Special Class.

A report that confirms a diagnosis of ASD (ICD 10) and a recommendation for placement in a special class for children with autism, attached to a mainstream school is to be submitted with the application.

Admission of Students

This school shall admit each student seeking admission except where

- a) the school is oversubscribed (please see 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

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:

Criteria for Enrolment

While recognising the right of parents to seek to enrol their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of Scoil Naomh Eltin reserves the right to determine the maximum class sizes. The Board of Scoil Naomh Eltin has determined the maximum number of applicants who can be enrolled in Junior Infants each academic year as 28. Bearing in mind;

- Overall school capacity
- Availability of space in classrooms
- Maximum class sizes
- Health and safety requirements
- Availability of staff, resources, facilities and grants
- Educational needs of existing pupils enrolled in the school
- The DES/Patron requirements

While the maximum number of applicants that can be enrolled in Junior Infants has been decided by the Board of Management as 28. The Board reserves the right to change this number should relevant circumstances change.

1. Siblings of currently enrolled pupils – priority to the oldest
2. Siblings of past pupils living within the parish of Kinsale – priority to the oldest
3. Children living within the parish of Kinsale – priority to the oldest
4. Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the parish

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:

- If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled. If during this selection process, two or more applicants have the same date of birth, then the time of birth will be used, priority to the oldest will be used to fill the remaining places.

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: 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.)
- (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 of a student having attended the school.

In relation to (2) parents 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).

Decisions on Applications

All decisions on applications for admission to Scoil Naomh Eltin will be based on the following:

- The 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.

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 below for further details).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Naomh Eltin 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.

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 Scoil Naomh Eltin 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.

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).

Waiting list in the event of oversubscription

A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above. Where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the order of priority the applicant has been placed on the list.

Incomplete applications will not be considered and applicants will not be placed on the waiting list. In a particular year, an applicant may fulfil the enrolment criteria and be offered a place. The parents of the applicant may accept this place and subsequently decide not to send their child to school that particular year. In this instance **the applicant's place cannot be deferred**. Instead, the applicant must reapply the following year and will be offered a place if they fulfil the enrolment criteria for that following year.

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.

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

Application for Enrolment in Other Classes

An application for a place in Scoil Naomh Eltin will only be considered should a vacancy exist. The Board of Management reserves the right to determine the maximum number of pupils enrolled in each class as 28. (please see section above which outlines criteria for enrolment) The Board of Management reserves the right to change this number should relevant circumstances change.

Should a vacancy exist the applicant will be enrolled in an age appropriate class provided that;

1. The school is provided with a fully completed, signed and dated enrolment application form which is available from the school office and the school's website together with all required documentation.
2. The applicant will be required to provide all relevant reports from the school from which the applicant proposes to transfer or the school last attended by the applicant.
3. Failure to provide the documents referred to above will mean an application is incomplete.
4. A separate form must be completed for each applicant.
5. Acceptance by the school office of an application does not mean that same will be processed. Applications that are incomplete, not signed/dated and do not include the required documentation will not be processed.
6. Submitting inaccurate information on form or in accompanying documentation will render the application void. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case of a placement on a waiting list, it will result in removal from the waiting list.
7. Written notification of the decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided.
8. Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an admission acceptance form within 10 days. Failure to do so will result in the place being forfeited and reallocated.
9. Any contact or lobbying of school personnel or Board of Management members regarding admission will disqualify an applicant.

Declaration in relation to the non-charging of fees

The Board of Management of Scoil Naomh Eltin 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.

Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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 detailing that the student attend the school without attending religious instruction in the school. Children will be assigned other non religious work by the class teacher which can be completed independently and will remain in the classroom during religious instruction time.

Review of Decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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, or in the case of a student who has reached the age of 18 years, 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.

Availability of Policy

A copy of this Admissions Policy, as approved by the Board of Management, will be forwarded to the Catholic Bishop of Cork and Ross as Patron of Scoil Naomh Eltin. The Admissions Policy has been made available to school personnel, published on the school website (www.scoilnaomheltin.ie) and provided to the Parent Association.

Ratification of Policy

This policy was drafted after consultation with parents and staff in April 2020. This policy reviewed and ratified by the Board of Management on the 30th of April 2020. Scoil Naomh Eltin received notification of approval of this policy by the Patron on the 25th of September 2020.

Signed: *Dónal Herlihy*

Date: 30/04/2020

Dónal Herlihy
Chairperson, Board of Management