

## **Admission Policy of GAELSCOIL CHARRAIG UÍ LEIGHIN**

**School Address ...Carraig Uí Leighin, Co. Chorcaí**

**Roll number...19881Q.**

**School Patron...Roman Catholic Bishop of Cork and Ross.**

### **1: Introduction.**

**1.1.: This admission Policy complies with the requirements of the Education Act 1998, the Education [Admissions to Schools] Act 2018, the Equal Status Act 2000 and the Education for persons with Special Education Needs Act 2004. 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 chairperson of the Board of Management, the Principal Teacher or the internal school management group, will be happy to clarify any matters arising from the policy.**

**1.2: This policy was approved by the school Patron on the 15<sup>th</sup> September 2020.**

**1.3: This policy is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.**

**1.4: The relevant dates and timelines for Gaelscoil Charraig Uí Leighin 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.**

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

## **2 Characteristic, Spirit, and General Objectives of Gaelscoil Charraig Uí Leighin**

**Gaelscoil Charraig Uí Leighin is an Irish medium primary school. It is a co-educational school under the patronage of the Catholic Bishop of Cork and Ross. Irish is the language of the school community and all subjects are taught through Irish. All daily communications are conducted through Irish.**

**Our school operates under the rules and guidelines of the Department of Education and Skills. The curriculum of the Department of Education and Skills is fully implemented.**

**We support a positive, Catholic ethos in our school. Children are prepared for the Sacrament of Penance, Sacrament of Holy Communion and the Sacrament of Confirmation.**

**In Gaelscoil Charraig Uí Leighin our objective is to enable every child to reach his/her full potential and to make every effort to address the learning needs of all the children in our school. Great effort has been made to create a stimulating environment, along with a friendly, positive atmosphere which benefits the child throughout his/her school life.**

**We believe that when parents, children, staff and management are seen to work together with dedication and co-operation, this creates a sense of pride and self-esteem in all our community.**

### **3 Policy**

**3.1: The purpose of this policy is to ensure that appropriate procedures are in place to enable the school make decisions in respect of all applications in a fair and transparent manner consistent with the ethos of the school and with legislative requirements.**

**3.2: All children are welcome in the school and every effort will be made to facilitate equally the needs of each child. Save as may be provided herein, no child will be refused admission for reasons of ethnicity , special education needs , disability , language , gender, sexual orientation , traveller status, asylum seeker/refugee status , religious belief , family or social circumstances .**

**3.3: Within the context and parameters of the Department of Education & Skills Guidelines, the rights of the Patron as set out in the Education legislation and funding and resources available, the Board of Management acknowledges the principles of:**

**3.3.1: Inclusiveness [particularly with reference to the enrolment of children with special educational needs].**

**3.3.2: Equality of access and participation in school life.**

**3.3.3: Parental choice in relation to enrolment of their children in the school of their choice.**

**3.3.4: Respect for the diversity of values, beliefs, traditions, languages and ways of life.**

**3.4 :Any decisions that may be made by the Board of Management will be made in the best interests of all children ,their right to an education in an atmosphere that is not detrimental to their physical , emotional , moral , social or intellectual development together with school policy in relation to health and safety and the administration of medicines , acting on the information available and furnished to the Board and the principles of natural justice. In such circumstances the Board reserves the right to determine the number of available places and the maximum number of children in any class bearing in mind:**

**A: The size and or available space in a classroom;**

**B: Educational need of children of a particular age;**

**C: The presence of children with special educational and or education needs;**

**D: Departmental Directives and rules in respect of class size**

**E: Department Directives and rules which prohibit the attendance or enrolment of a child prior to his or her 4<sup>th</sup> birthday. The Board of Management recommends that a child would be at least four and a half years old before attending school.**

**F: The maintenance of gender balance equality, to ensure in so far as it is practicable that an equal number of boys and girls are admitted each year in to Junior Infants and this balance is maintained. This may result in a departure from a strict application of priority between applicants of different gender.**

**G: The funding and resources available.**

**3.5: Where the school lacks the necessary funding or resources to meet the needs of any applicant it will make all reasonable efforts within its existing funding and resources to apply for approval of additional funding or resources. Where the funding or resources are not approved, the school reserves the unfettered right to refuse admission.**

## **4 .0: Admission Statement**

**4.1: Gaelscoil Charraig Uí Leighin will not discriminate in its admission of a student to the school on any of the following grounds:**

**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,**

**I: The ground that the student or the applicant in respect of the student concerned has special educational needs.**

**4.2: Grounds and categories listed at paragraphs A to I [inclusive] above shall be construed as per section 61 [3] of the Education Act 1998 in accordance with section 3 of the Equal Status Act 2000.**

**4.3: Gaelscoil Charraig Uí Leighin 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.**

**4.4 : The school shall not when deciding on an application or when placing a child on a waiting list for admission to the school consider or take in to account any of the matters referred to in Section 62{7}{e} of the Education { Admission to Schools } Act 2018 save as may be permitted by the said Act.**

## **5: Procedure**

**5.1 An Admission's Notice is published in September each year on the school website.**

**5.2: No applications for enrolment shall be accepted by Gaelscoil Charraig Uí Leighin prior to the 1<sup>st</sup> October in the year preceding the school year for which application is being made.**

**5.3 Applications are accepted for a period of 21 days from October 1<sup>st</sup>.**

**5.4: Application for enrolment should be made in writing on the prescribed school Application form signed by a parent or guardian of the child. 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.**

**5.5: The prescribed school Application form, signed by the Parent or guardian of the child shall be returned {without delay} to the school office, accompanied by [A] the child's birth certificate And {B} Written Acknowledgment from the parent or guardian that the parent or guardian will abide by and support the ethos, code of discipline and the policy of the school and will make all reasonable efforts to ensure compliance by the child.**

**5.6: Subject to receipt of the fully completed Application Form and the Birth Certificate and the Acknowledgment of Compliance, the Application Form will be date stamped by the school.**

**5.7: Initial offers of school places are made after this 21 day period. Applicants have 21 days from the date of offer to accept an offer of placement.**

**5.8: It is the responsibility of the parent or guardian of any child to inform the school of all material information or any special needs of the child on the Application Form**

**5.9: The school may require further information from the parent or guardian, who shall furnish such replies as soon as practicable, to assist the school in reaching a decision on the Application.**

**5.10: Failure to fully/adequately/ correctly complete forms or furnish An Acknowledgment of Ethos or compliance or comply with any of the provisions of this section 5 may result in a refusal to admit a student or may result in a loss of priority. The obligation to complete and register an application form applies to all children including those who have or have had siblings in the**

school. An offer of admission may not be made or may be withdrawn where it is established that information contained in the application was false or misleading in a material respect or that material information was not included or disclosed.

5.11: The completion of an Application Form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school.

5.12: The Board or any person acting on its behalf shall not charge fees or seek payment or contribution as a condition of an application for admission of a student or the admission or continued enrolment of a student in the school.

## **6: Admission of Students**

6.1; This school shall admit each student seeking admission except where:

A): The school is over subscribed.

B): A parent or guardian of a student fails to confirm in writing that the ethos and code of conduct of the school is acceptable in accordance with the prescribed form of Acknowledgment of Ethos.

## **7: Entry Criteria:**

7.1: Subject to the policy provisions set out in this document the following criteria will be applied in respect of applications for Junior Infants in the following order of priority if there is a surplus of applications for available spaces:

7.1.1): Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.

7.1.2 Children of parents or grandparents who have attended the school to a maximum of 25% of the available places as set out in the school's annual admission notice

7.1.3): Children of staff members.

7.1.4): Children who have attended another Gaelscoil or a Gaeltacht school

7.1.5): Children raised through the medium of Irish or who can demonstrate a proficiency in the Irish Language and the child's fluency in the Irish Language is likely to regress if the applicant is not admitted to an Irish Language School. An applicant shall provide such evidence as he or she consider appropriate in relation to the level of fluency in the Irish Language of the child to the satisfaction of the Board of Management

7.1.6): Other Children subject to the requirement for gender balance.

7.2: Where selection is still necessary within a particular category the remaining available places will be filled by means of a lottery involving all the applications within that category.

7.2.1: Any applicant not offered a place will then be placed on a waiting list based on that lottery.

**7.2.2: Applicants in all subsequent categories will be placed in order on the waiting list based on a lottery within each category.**

**7.3 Applications received after the closing date will be considered only after all applications received before the closing date have been accommodated.**

**7.4: Subject to the policy provisions set out in this document the following criteria will be applied in respect of applications for Senior Infants to 6th classes in the following order of priority if there is a surplus of applications for available places:**

**7.4.1: Priority is given to brothers and sisters of children already in the school or who have attended the school in the past**

**7.4.2: Priority is given to children of staff members.**

**7.4.3: Priority is given to children who have attended another Gaelscoil or in a Gaeltacht school.**

**7.4.4: Priority is given to children raised through the medium of Irish or who can demonstrate a proficiency in the Irish language and the child's fluency in the Irish Language is likely to regress if the applicant is not admitted to an Irish Language School. An applicant shall provide such evidence as she or she consider appropriate in relation to the level of fluency in the Irish Language of the child to the satisfaction of the Board of Management.**

## **8: Decisions on Applications.**

**All decisions on applications for admission to Gaelscoil Charraig Uí Leighin will be based on the following:**

**8.1: The school's admission policy.**

**8.2: The school's annual admission notice {where applicable}**

**8.3: The information provided by the applicant in the school's official application form received during the period specified in the annual admission notice for receiving applications.**

## **9: Notifying Applicants of decisions.**

**9.1: Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.**

**9.2: If a student is not offered a place in the 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 ranking against the selection criteria and details of the students place on the waiting list for the school year concerned.

9.3: Applicant will also be informed of the right to seek a review/right of appeal of the school's decision.

## **10: Acceptance of an Offer of a place by an applicant.**

In accepting an offer of admission from Gaelscoil Charraig Uí Leighin, you must indicate:

10.1: whether or not you have accepted an offer of admission from another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

10.2: 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 Gaelscoil Charraig Uí Leighin where:

11.1: it is established that information contained in the application is false or misleading.

11.2: 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.

11.3: 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 such compliance with such code by the student

11.4: 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**

12.1: Applicants should be aware that section 66{6} of the Education {Admissions to Schools} Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **13: Waiting List in the event of over subscription.**

13.1: In the event of oversubscription, a waiting list of students who were unsuccessful will be compiled and will remain valid for the school year in which admission is being sought.

**13.2:** Placement on the waiting list is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with the admissions policy.

**13.3:** Offers of any subsequent places that become available for and during the school year in relation to which admission is 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.**

**14.1:** All applications for admission received after the closing date as set out in the annual admissions notice will be considered in accordance with the school's admission policy, the Education {Admission to School} Act 2018 and any regulations made under that Act.

#### **15: Arrangements for students not attending religious instruction**

**15.1:** Where the parents or guardian has requested that the student attend the school without attending religious instruction it is advised to meet with the Principal to make alternative arrangements. Arrangements may include such students being accommodated in another class while religious instruction is being taught in their own class. These arrangements will not result in a reduction in the school day of such students.

#### **16: Pupils Transferring.**

**16.1:** If a pupil should transfer from Gaelscoil Charraig Uí Leighin to another school, it is the responsibility of the Board of Management to forward a record of attendance of the child to the new school in accordance with the provisions of the Education Act 1998. A progress report on the child may not be forwarded to anyone without the prior consent of the parent or guardian.

**16.2:** Children wishing to transfer to the school during the course of an academic year may do so, subject to the provisions of this policy, the Education {Welfare} Act 2000, The Education {Admissions to Schools} Act 2018 and subscription to the school's ethos and code of behaviour. The Board may consider the attendance and or behaviour records of a student in his/her present or any previous school.

#### **17: Enrolment of Children with special needs:**

The welfare and wellbeing of all students is a priority for the Board of Management.

**17.1:** In considering an application for enrolment of a child with special needs, the Board may request a copy of the child's medical and or psychological report/reports. If such report or reports are not available, the Board may request that the child be assessed by an appropriate professional to assist the school in the consideration of the enrolment application and if appropriate assess the



most effective and suitable way to provide for the child's needs and for this purpose may meet with the child's parents/guardian and or relevant health professional.

**17.2:** Where the Board considers that further resources are required, it should prior to enrolment, request the Department of Education and Skills to provide the additional resources required to meet the needs of the child. The Board may decide to defer enrolment of the child pending the receipt of an assessment or report and or the provision of appropriate resources by the Department to meet the needs of the child.

## **18: Review of Decisions by the Board of Management**

**18.1:** The parent of a student may request the board to review a decision to refuse admission. Such requests must comply with Section 29{C} of the Education Act 1998.

**18.2:** The timeline and requirement set out in Section 29{B} of the Education Act 1998 must be complied with and are available on the website of the Department of Education and Skills

## **19: Right of Appeal.**

**19.1:** A parent or guardian may appeal a decision of the school to refuse admission under Section 29 of the Education Act 1998.

**19.2:** Where an applicant has been refused admission either due to the school being oversubscribed or for reason or reasons other than 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.

**19.3:** 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.

## **20: Discipline: Suspension: Expulsion:**

**20.1:** The school policy and regulations relating to discipline, suspension and expulsion are set out in full in the Code of Behaviour on the attached Schedule.

## **21: General.**

**21.1:** A meeting of parents/guardians will be held at the school prior to the commencement of the academic year to provide parents/guardians with information in relation to the school, teaching, books, materials and other matters of concern.

**21.2:** Students shall attend at the school and the school grounds only at the time or times following and not at any other time or times:

School begins each day at 8.50am and the typical day finishes at 2.30pm. The school will receive pupils from 8.40am onwards. Neither the school or Board of Management accept any responsibility for children on the school premises outside of the times noted above.

**21.3: No liability shall be accepted by the school for damage or injury to children in the event of a breach or non-compliance by students or parents or guardians with the provisions of Section 21.2.**

**21.4 : The school operates under the patronage of the Roman Catholic Bishop of Cork and Ross and as such, children are taught religion and attend religious services from time to time, save as provided in Section 15 .**

**21.5: Children are accepted in to the school on the first day on which the school reopens after the summer holidays.**

**21.6: In the event of conflict between the Irish Language version and the English Language version of this document, the Irish Language version shall take precedence.**

**21.7: The Board acknowledges the necessity of reviewing this policy from time to time to bring the policy up to date or to comply with recommendations , regulations , legislation or departmental guidelines.**