

Drinagh National School.

19918N

School Patron(s)

Mr. Pat-Joe Cronin (Chairperson),

Marie O Reilly (Patrons Representative)

ADMISSIONS POLICY

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 the <Date>. 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 Drinagh National School 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

Drinagh National School is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of The Diocese of Cork and Ross, Bishop Fintan Gavin.

“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;
- b) a living relationship with God and with other people;
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- d) the formation of the pupils in the Catholic faith,
- e) 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 Drinagh National 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.

We aim to create a school where all children are valued and respected. We strive to offer a welcoming, happy, caring and secure environment in which every child is encouraged to develop to their full potential. At Drinagh N.S. we believe that a broad balanced educational experience within a caring environment promotes positive attitudes towards learning and enables each child to recognise their talents and reach their full potential. All we strive to achieve is carried out under the guidance of a Catholic ethos. While we are a Catholic school we welcome and respect all faith and none. Respect for each individual within the school community is a core value within our school.

The Education and development of the children in Drinagh N.S is the focus of the Board of Management and all decisions taken are in their interests and in the interests of the general school community. The Board recognises that parents/guardians are the primary educators of their children and teachers are professionals in education. All parties work in partnership to benefit and support the children.

3. Admission Statement

Drinagh National School 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 (g) 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.

Drinagh N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

4. 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) Drinagh N.S is a Roman Catholic school and may refuse to admit as a student person who is not of Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school

5. Oversubscription

Junior Infant Enrolment Procedure

Enrolment for Junior Infants normally takes place in mid-February for the following school year. Advance notification of enrolment dates are advertised in the local newspaper, on local notice-boards (including playschools) and letters to current parents.

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:

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:

1. Priority is given to children who will have turned four by the 31st February prior to the school year concerned.
2. Random selection (independently verified).

Priority Category

- 1: Applicant students who are siblings of children currently enrolled in the school or who have attended school in the past and who will have turned 4 by 31st March of the year prior to the school year concerned
- 2: Children whose primary residence is in the parish of Drinagh
- 3: Priority Category 2: Applicant students who will have turned 4 by 31st March of the year prior to the school year concerned.
- 4: Priority Category 3: Applicant students who will have turned 4 by 31st December of the year prior to the school year concerned.
- 5: Priority Category 4: All other applicant students.

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

1. Priority is given to children who will have turned four by the 31st March prior to the school year concerned.
2. Random selection (independently verified).

An application form for enrolment must be accompanied by the following documentation:

1. PPSN for your child – requirement for Department of education and Skills Pupils Database. It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Database (POD) when enrolled.
2. An original Birth Certificate for your child. 3. Any other relevant reports i.e. medical/psychological/emotional/speech & language reports etc.

Offers of Junior Infant Enrolment and Acceptance of Offer of Enrolment

- Round 1 Offers of Enrolment will be notified to parents by the end of February of each year. Acceptance of a place must be confirmed by parents and the requested documentation in the offer letter submitted within the stated time.
- Round 2 and Subsequent Offers of Enrolment will be notified to parents (normally during March, April, May, June) if places become available due to non-acceptance of earlier round offers. The BOM may impose a cut-off date and applicants who cannot be offered places will be informed at this

stage. Acceptance of Enrolment Offer: Pupils accepted for enrolment will be registered as per the name on their birth certificate.

Other year groups (Senior Infants to 6th Class) Enrolment Procedure

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

Priority Category 1:

Applicant students who have a sibling currently enrolled in the school and who will reach:

6 years of age on or before 1 June of the school year concerned for entry to Senior Infants

7 years of age on or before 1 June of the school year concerned for entry to First Class

8 years of age on or before 1 June of the school year concerned for entry to Second Class

9 years of age on or before 1 June of the school year concerned for entry to Third Class

10 years of age on or before 1 June of the school year concerned for entry to Fourth Class

11 years of age on or before 1 June of the school year concerned for entry to Fifth Class

12 years of age on or before 1 June of the school year concerned and not more than 13 years of age on or before 30th June of the school year concerned for entry to Sixth Class

Priority Category 2:

Applicant students who do not have a sibling currently enrolled in the school and who will reach:

6 years of age on or before 1 June of the school year concerned for entry to Senior Infants

7 years of age on or before 1 June of the school year concerned for entry to First Class

8 years of age on or before 1 June of the school year concerned for entry to Second Class

9 years of age on or before 1 June of the school year concerned for entry to Third Class

10 years of age on or before 1 June of the school year concerned for entry to Fourth Class

11 years of age on or before 1 June of the school year concerned for entry to Fifth Class

12 years of age on or before 1 June of the school year concerned and not more than 13 years of age on or before 30th June of the school year concerned for entry to Sixth Class

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above and who were born on the same day (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications.

An application form for enrolment must be accompanied by the following documentation:

1. PPSN for your child – requirement for Department of education and Skills Pupils Database. It is a condition of

enrolment that relevant pupil information is transferred to the DES Pupil Online Database (POD) when enrolled.

2. An original Birth Certificate for your child.

3. Any other relevant reports i.e. medical/psychological/emotional/speech & language reports etc.

6. 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) 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;

- 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,

7. Decisions on applications

All decisions on applications for admission to Drinagh 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.

8. 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).

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

In accepting an offer of admission from Drinagh National School you must indicate—

1. 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
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.

10. 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 Drinagh National School where—

1. It is established that information contained in the application is false or misleading.
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.
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 compliance with such code by the student; or
4. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

11. 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—

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

The list may include any or all of the following:

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

12. 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 Drinagh National School 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 Drinagh N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy. 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.

13. 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

14. 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:

1. Priority is given to children with siblings already in the school or who have attended the school in the past.
2. Children whose primary residence is in the parish of Drinagh.
3. Random selection (independently verified)

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:

Applications for enrolment during the school year will be considered subject to school policy. Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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

This rule applies to all schools.

The board of Drinagh NS 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post primary schools.

16. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

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. 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.

Withdrawal from religious education classes

Drinagh National School respects and acknowledges the rights of parents/guardians who require their son/daughter to be excluded from religious education. The manner in which such an 'opt out' is facilitated is related to available resources within the school and complies with the school's policies on curriculum, supervision and child safeguarding. In the circumstance where a request for 'opt out' is made, the child may stay within the classroom following an educationally appropriate activity e.g. reading a novel, catching up on unfinished work etc.

17. Reviews/appeals

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.