**Admission Policy of**

**Cloonfour N.S.**

**Rooskey,**

**Via Carrick on Shannon,**

**Co. Roscommon**

**Roll number: 13498K**

**School Patron: Most Reverend Kevin Doran, Diocese of Elphin**

## **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 31st August 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 Cloonfour N.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.

## **Characteristic spirit and general objectives of the school**

Cloonfour N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Elphin.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Cloonfour N.S. 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.

Cloonfour N.S. Mission Statement

Just as Jesus was a welcoming, accepting and gentle teacher, the parents, teachers, Church and community will model the education of the children on his example. Together the school community of Cloonfour N.S. aim to:

* provide a safe, happy, healthy and welcoming environment for all
* Make all children aware of the importance of Jesus in their lives and help them follow his teachings as they grow and develop in faith.
* Instil a sense of self-belief in all children making them feel confident and accepted in the school community through praise and encouragement.
* Encourage children to aim for high standards and self-discipline through example.
* Create a happy working environment where cooperation, consideration and forgiveness prevail.

Our Motto is: “Treat others as you would like them to treat you”.

## **Admission Statement**

Cloonfour N.S. will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

Cloonfour National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Cloonfour National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.”

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| **Primary schools receiving applications from applicants of a minority religion**  Cloonfour N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.  **All denominational schools**  Cloonfour 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. |

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

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| Cloonfour N.S. does not have a Special Class attached to our school. The range of Special Educational Needs the school caters for is not exhaustive. |

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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

## **Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s Annual Admission Notice:

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| Decision Making Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with School Policy. As a general principle, and in so far as is practicable having regard to the school’s Enrolment Policy, the children shall be enrolled on application, providing there is space available.  Cloonfour N.S. is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his/her birth. (Rule 64.1)  Enrolment for Junior Infants normally takes place in mid-late February for the following school year. Advance notification of enrolment dates is placed in local newspapers, on the school website and in the school and parish newsletters. Applications are accepted from prospective junior infant pupils aged 4 years on or before 1st April of the year of enrolment.  Parents seeking to enrol their child are required to attend the school on one of the notified enrolment evening and complete an Enrolment Application Form (available from the school on the above dates) and present accompanying documentation\* .  Applications for junior infant enrolment should be lodged with the school by the end of February of the year that the child is to commence school. Applications received after this date are classified as LATE APPLICATIONS.  Non complete applications cannot be considered. The following criteria will be used, in order of priority, for offers of enrolment:  **CATEGORY 1** Places will be allocated to this group in order of date of birth  • Siblings\* of children already enrolled in Cloonfour National School, born on or before 1st April 2016.  • Children, aged 4 years on or before 1st April of the year of enrolment who are resident in the parish of Tarmonbarry on date of enrolment.  • Children of present staff members, aged 4 years on or before 1st April of the year of enrolment.  **CATEGORY 2** Places will be allocated to children in this group in order of date of birth.  • Children, aged 4 years on or before 1st April of the year of enrolment, who are not resident in the parish of Tarmonbarry on date of enrolment.  An application form for enrolment must be accompanied by the following documentation:  1. PPSN for your child – requirement for Department of Education & Skills Pupil Database 6 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  4. Any other relevant reports i.e. medical /psychological/speech & language reports etc.  IMPORTANT NOTE: The BOM reserves the right to withdraw an offer of enrolment or cancel a placement based on false or misleading information furnished in the enrolment application. The completion of an application form or placement on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined.  LATE APPLICATIONS – Applications for enrolment for junior infant’s intake received after registration process is completed in February may only be accepted from applicant’s resident in the parish of Tarmonbarry or from families who are moving into the parish. After the initial rounds of offers of places have been completed, and in the event of further spaces becoming available the BOM reserves the right to prioritise offers to late applicants from the parish of Tarmonbarry in cases where there is a valid reason for not completing enrolment registration in February.  CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN CLOONFOUR N.S.  In order to fully provide for the educational needs of pupils parents should inform the school if their child has identified special educational needs or if there are concerns about any aspect of their child’s development or welfare that might be relevant to the school.  It is the policy of Cloonfour National School to request an up-to-date Psychological Report and / or Medical Report etc. for a child with identified special needs who is seeking a place in this school. The purpose of such reports is to assist the school in establishing the educational needs of the child relevant to his / her disability or special needs and to profile the support services required.  The school will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources.  Special education teaching and other resources are allocated in accordance with DES Circular 13/2017 and Guidelines for Primary School – Supporting Pupils with Special Education Needs in Mainstream Schools.  Where further resources are required the school may apply (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES) |

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:

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| The Board of Management will apply the criteria for enrolment and will make a decision at an agreed meeting. |

## **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,   other than in relation to a student’s prior attendance at—  (I) an early intervention class, or  (II) an early start pre-school, specified in a list published by the Minister from time to time;   1. the payment of fees or contributions (howsoever described) to the school; 2. a student’s academic ability, skills or aptitude; 3. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 4. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 5. 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).   1. 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 Cloonfour N.S. 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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school Admission Policy will not be used to make a decision on an application for a place in our school.

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

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

The B.O.M. is bound by DES Rules for National Schools which provide that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to Cloonfour N.S. must have reached the age of 4 years by August 31st of the year they commence 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 [section 18](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Cloonfour N.S. 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 Cloonfour N.S. 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](#_Acceptance_of_an) 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**

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 Cloonfour N.S. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Cloonfour 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.

## **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**

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| 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:  ENROLMENT OF CHILDREN IN CLASSES FROM SENIOR INFANTS – SIXTH CLASSES  Cloonfour National School does not normally enrol pupils seeking transfer from other primary schools during the school year except in exceptional circumstances i.e. where a family relocates into Tarmonbarry Parish and it is not practicable to attend previous school.  Parents wishing to enrol a child into classes (Senior Infants – Sixth Class) or parents of children seeking to transfer to Cloonfour National School from other schools are enrolled subject to the Rules Governing National Schools, as well as the current Cloonfour National School Enrolment Policy.  Pupils may apply to transfer to the school, in accordance with the school enrolment procedures and subject to the availability of places in particular classes. It is advised that parents who seek enrolment for children or who seek to transfer a child/children from another primary school within the State should apply to Cloonfour National School in advance of the commencement of the school year. In such cases applications for enrolment are accepted from mid-January (after Junior Infant Enrolment) to 1st June preceding the start of the new school year to allow for the processing of the application.  Applications for enrolment into classes from Senior Infants to Sixth are accepted from the following categories of applicants:  - Cloonfour National School pupils returning from approved specialised education placements (i.e. Reading / Language Unit) in another mainstream school are re-enrolled upon application.  - Pupils seeking enrolment from outside the State or seeking to transfer from another primary school within the State will be enrolled subject to availability of places at the class level and subject to verification of documentation etc.  - Pupils seeking enrolment or re-enrolment following placement in a special school or other non-mainstream educational setting will be enrolled subject to the availability of places and subject to an accompanying report from professional services involved with the child demonstrating that the child can meaningfully integrate into and benefit from a mainstream education setting. In such cases and as deemed necessary Cloonfour National School will seek to have the educational supports i.e. SNA/ Assistive Technology in place in advance of the enrolment of the child. In cases where there are more applications for enrolment for specific classes (Senior Infants – 6th Class) than places available the enrolment criteria in Section A of this policy (minus the birth date stipulations) will be applied.  FOR APPLICANTS FOR SENIOR INFANTS – 6TH CLASS: Application forms for Enrolment must be accompanied by the following documentation:  1. PPSN for your child – requirement for Department of Education & Skills Pupil Database It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when enrolled  2. An original Birth Certificate for your child  3. School Report/s from the previous school & other relevant reports i.e. medical /psychological/speech & language reports  IMPORTANT NOTE: The BOM reserves the right to withdraw an offer of enrolment or cancel a placement based on false or misleading information furnished in the enrolment application. The completion of an application form or placement on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined  CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN CLOONFOUR NATIONAL SCHOOL (Senior Infants – 6th Class)  In order to fully provide for the educational needs of pupils parents should inform the school if their child has identified special educational needs or if there are concerns about any aspect of their child’s development or welfare that might be relevant to the school.  It is the policy of Cloonfour National School to request an up-to-date Psychological Report and / or Medical Report etc. for a child with identified special needs who is seeking a place in this school. The purpose of such reports is to assist the school in establishing the educational needs of the child relevant to his / her disability or special needs and to profile the support services required.  The school will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources. Special education teaching and other resources are allocated in accordance with DES Circular 13/2017 and Guidelines for Primary School – Supporting Pupils with Special Education Needs in Mainstream Schools.  Where further resources are required the school may apply (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES)  REFUSAL TO ENROL IN EXCEPTIONAL CIRCUMSTANCES:  The Board of Management reserves the right to refuse enrolment in exceptional circumstances where  (i) a child has special educational needs such that, even with additional resources available from DES/NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education,  (ii) in the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.  APPEALS PROCEDURE:  Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed, in writing, to the Chairperson of the BoM, stating the grounds for appeal, and lodged within ten days of receiving the refusal to enrol. Parents, who are dissatisfied with the result of an appeal to the BOM, may further appeal to the Dept. of Education and Skills under Section 29 of the Education Act on the official form provided by the Dept. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child. |

## **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The Board of Cloonfour N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

## **Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

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| The following are the school’s arrangements for students where the parent~~s~~ 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) to discuss how the request may be accommodated by the school. |

## **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.

1. **Implementation and Review**

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

1. **Policy Ratification**

This policy was ratified by the Board of Management of Cloonfour N.S. on

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**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Chairperson, Board of Management)**