



## **SN Tulach Uí Chadhain**

### **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 24<sup>th</sup> 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 Náisiúnta Tulach Uí Chadhain's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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

SN Tulach Uí Chadhain is a co-educational primary school under the patronage of the Catholic Bishop of Galway Kilmacduagh and Kilfenora. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are four full time teachers, including the principal, employed in the school. There are three mainstream class teachers and one full time learning support/resource teacher. The school caters for the full range of classes from Junior Infants to Sixth class.

SN Tulach Uí Chadhain operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Science. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. SN Tulach Uí Chadhain follows the curricular programmes laid down by the Department of Education and Skills.

SN Tulach U Chadhain has a long tradition of welcoming and serving all pupils and does not discriminate on the grounds of gender, family status, religion, age, disability, ethnicity, asylum seeker/refugee status, sexual orientation, or special educational needs.

Children enrolled in SN Tulach Uí Chadhain, are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school code of Behaviour and policy.

### **3. Admission Statement**

Scoil Náisiúnta Tulach Uí Chadhain 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 Náisiúnta Tulach Uí Chadhain is a school whose objective is to provide education in an environment which promotes the values of the Catholic church 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.

### **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

Scoil Náisiúnta Tulach Uí Chadhain is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## 5. Oversubscription

To assist the school in such circumstances of overcrowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size of and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.

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:

- A. Brothers and sisters (including stepsiblings, resident at same address) of children already enrolled with priority going to be oldest.
- B. Brothers and sisters (including stepsiblings, resident at the same address) of past pupils
- C. Children living within the agreed catchment area – priority oldest.
- D. Children of current school staff – priority oldest.
- E. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the agreed catchment area.

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 based on a supervised lottery draw.

## 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:

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;

- (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 extended family attending or having previously attended the school;
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 7. Decisions on applications

All decisions on applications for admission to Scoil Náisiúnta Tulach Uí Chahdain 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 Scoil Náisiúnta Tulach Uí Chadhain 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.

## **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 Scoil Náisiúnta Tulach Uí Chadhain 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.

## **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.

## **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 Scoil Náisiúnta Tulach Uí Chadhain 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 Scoil Náisiúnta Tulach Uí Chadhain 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.

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.

## **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:

### **Stage 1; Application for Enrolment**

Applications, signed by both parents/guardians, as relevant to the circumstances, will be accepted at any time. The form will be date stamped on receipt by the school.

### **Stage 2; School Record of Applications**

The school will maintain a record of applications for each class. Each child's name, date of birth, address and telephone contact number, and date of application will be recorded.

### **Stage 3; Formal Offer of a place**

Offer of admission is subject to the criteria set out in section 4 and 5 above. Both parents/guardians must accept the offer in writing by the date specified in the Letter of Offer. The offer of a place is subject to the parents/guardians having provided the school with:

- a fully completed accurate enrolment form
- an original copy of the child's Birth Certificate
- written confirmation accepting all the school policies and procedures

### **Stage 4; Waiting List**

Unsuccessful applicants will be placed on a waiting list for that current school year. Parents/guardians of these children will be notified immediately outlining the reason why they were refused admission and their position on the waiting list. Should places become available they will be offered in accordance with this waiting list.

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:

### **Stage 1; Application for Enrolment**

Applications, signed by both parents/guardians, as relevant to the circumstances, will be accepted at any time. The form will be date stamped on receipt by the school.

### **Stage 2; School Record of Applications**

The school will maintain a record of applications for each class. Each child's name, date of birth, address and telephone contact number, and date of application will be recorded.

### **Stage 3; Formal Offer of a place**

Offer of admission is subject to the criteria set out in section 4 and 5 above. Both parents/guardians must accept the offer in writing by the date specified in the Letter of Offer. The offer of a place is subject to the parents/guardians having provided the school with:

- a fully completed accurate enrolment form
- an original copy of the child's Birth Certificate
- written confirmation accepting all the school policies and procedures

#### Stage 4; Waiting List

Unsuccessful applicants will be placed on a waiting list for that current school year. Parents/guardians of these children will be notified immediately outlining the reason why they were refused admission and their position on the waiting list. Should places become available they will be offered in accordance with this waiting list.

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

The board of Scoil Náisiúnta Tulach Uí Chadhain 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.

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

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

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:

Where acceptable to parents, students will remain in the class and work will be provided for them during this time.

In the case of students who request to be removed from the class during religious instruction, accommodation will be made for the student to either go to another classroom or to an SEN teacher during this time and work will be provided

In such circumstances where there is a religious service taking place during school time, students will be supervised in an alternative classroom and work provided.

### **17. Reviews/appeals**

#### **Review of decisions by the board of Management**

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

**Ratified by Board of Management on** \_\_\_\_\_

**Date**

**Signed** \_\_\_\_\_

**Chairperson, Board of Management**