

Admission Policy of St. Annin's N.S.

Rosscahill, Co. Galway

Roll Number: 14590D

**School Patron: Bishop of Galway, Kilmacduagh and
Kilfenora, Michael Duignan**

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 [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 St. Annin'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

St. Annin's N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Galway, Kilmacduagh and Kilfenora, Bishop Brendan Kelly.

“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.

The 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 St. Annin’s 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.

It is our Mission here in St. Annin’s N.S. to provide an excellent Catholic education for the pupils as a co-educational primary school.

We will do this by:

- *Creating and Communicating an environment which promotes openness, wellbeing , understanding, co-operation and generosity amongst the school community;*
- *Treating the school community justly in a friendly, equitable and fair manner.*
- *By emphasizing the development of the school community intellectually, emotionally, physically, spiritually, aesthetically and socially as citizens of Ireland and the world.*
- *By encouraging respect for ourselves and for others, for our belongings, for the environment, for our Gaelic/Irish heritage and for other cultures.*
- *Emphasizing the safety and happiness of our pupils.*
- *Preparing our pupils for post-primary education and for their future lives.*

3. Admission Statement

St. Annin's N.S. 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.

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

This section was not relevant to St. Annin's N.S.

5. 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

6. Oversubscription

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

Selection Criteria

The Board of Management may set down the number of pupils in any class and in the school in total. The maximum number of children in any class will be 31.

In case of excess demand, this is how places will be allocated:

Junior Infants

Applicants for Junior Infants must be due to be 4 years of age before the 1st September for the year for which they are applying.

Applications received before 1/2/20 for the years 2021,2022,2023,2024,2025 will be dealt with under the Enrolment Policy in force at that time.

If there are more applicants than there are places available , places will be allocated as follows:

- (a) **A sibling of a pupil** who is attending the school or of a **pastpupil** who attended the school for at least two years who will be 4 years of age before 1st May in the year for which they are applying for a place.
- (b) Children of **past pupils** of the school (Parents & Grandparents) who will be 4 years of age before 1st May in the year for which they are applying for a place. (maximum 25% places available).

- (c) Other applications whose applications were received in the timeframe outlined in our annual notice who will be 4 years of age before 1st May in the year for which they are applying for a place.
- (d) **A sibling of a pupil** who is attending the school or a pastpupil who attended the school for at least two years who will be 4 years of age after the 1st May but before the 1st September of the year for which they are applying .
- (e) Children of **past pupils** of the school (Parents & Grandparents) who will be 4 years of age after the 1st May but before the 1st September in the year for which they are applying for a place. (maximum 25% places available).
- (f) Other applicants whose applications were received in the timeframe outlined in our Annual Admission Notice who will be 4 years of age after the 1st May but before the 1st September of the year for which they are applying.
- (g) Applications received outside the timeframe outlined in our 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

Priority will be given to those who reside closest to the school within the traditional catchment area. A straight line on the O.S. map will be used to establish which applicants are in closest proximity to the school. Eircodes will be required to verify addresses.

7. 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 and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude other than in accordance with the provisions of section 62 (9) of the act;
- (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 siblings of a student attending or having attended the school for a minimum of two years
 - other than, in the case of 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,

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).

8. Decisions on applications

All decisions on applications for admission to St. Annin's 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 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.

9. 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.

A Template will be provided

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).

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

In accepting an offer of admission from St. Annin'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.

A Template will be provided

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 St. Annin's N.S. 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.

A Template will be provided

12. 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—

- an application for admission to the school has been received,

- an offer of admission to the school has been made, or
- an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- 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).

13. 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 St. Annin's 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 St. Annin's 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.

14. 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.

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

Applications for classes other than infants

(a) Newly registered children may be accepted in classes other than Junior infants:

* If there is a space available in the class

(b) Applications for places in classes other than Junior Infants must be submitted in writing to An Cathaoirleach. The decision to accept a child in any other class other than Junior Infants is made by the Board of Management and their decision is binding.

(c) Applications for September are dealt with at the May meeting of the Board of Management.

(d) Subsequent applications will be dealt with at any meetings before the summer break. Further applications will be dealt with by the principal or another member of the Board, in accordance with the policy.

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:

Same as above.

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

This rule applies to all schools.

The board of St. Annin's 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-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. 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 who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) of the student, to discuss how the request may be accommodated in the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a 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 to 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.

Admission Policy for ASD Class St. Annin's N.S.

1. Criteria for Enrolment in ASD Class

Subject to sufficient places being made available in the Special class, the criteria for enrolment to the Special Class, incorporating the Department of Education and H.S.E. policies are as follows:

- a) An application to enrol to special class form provided by the school must be fully completed by the parents/guardians on behalf of the child.
- b) This application to enrol to special class form must be accompanied by an original birth certificate and proof of address.
- c) The child must have a primary diagnosis of Autistic Spectrum Disorder made using the DSM-V or ICD 10 or equivalent by the psychologist or a member of the multidisciplinary team.
- d) The psychological report must have a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child.
- e) All children must be 4yrs of age on or before the 31st August of the incoming school year.
- f) The parents of the child must accept and agree to the school's Code of Behaviour and the terms of the admissions policy.
- g) An acceptance form as issued by the school must be returned to the school within the required time period.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.

All unsuccessful qualifying applicants will be placed on the placement list, in accordance with the above criteria for places that may become available. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998. The placement list is valid for vacancies which occur in the current school year only.

2. Oversubscription

In the event that the Special Class is oversubscribed, the school will, when deciding on applications for admission, apply the following criteria in the order listed below to those eligible applications (see above) that are received within the timeline for receipt of applications as set out in the school's annual admission policy:

Priority is given to:

- (a) Children already enrolled in the school.
- (b) Siblings including foster or step- siblings of pupils currently enrolled.
- (c) Children resident within Killanin Parish, Rosscahill.
- (d) All remaining applicants with priority to the oldest.

In the event that there are two or more eligible, pupils tied for a place or places in the Special Class in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event that the number of eligible pupils seeking enrollment in the Special Class from within any category exceeds the number of available places, then the school will offer places beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.

If two or more applicants are tied for the last remaining place in the class by virtue of shared birth, the place will be awarded to the oldest by virtue of the time of birth recorded on their birth certificate.

There is no exception in the case of twins being tied for one place in the Special Class as the DES has set the maximum number of pupils at 6.

3. Discharge

It is school policy that the year that the student turns 13 will be their final year in St. Annin's N.S. Pupils who reach the age of thirteen on or after September 1st in any year will be permitted to complete that academic year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable secondary school. St. Annin's N.S. will facilitate all transfer of records/reports as well as assist with any information required with regards to the student and St. Annin's N.S. will be deemed to have authority to forward all relevant reports and assessments to the Secondary school unless specifically instructed in writing not to do so.

Discharge may also be recommended after the first and/or any subsequent year if following psychological assessments and consultation with the parents/guardians, it is felt that the placement is no longer appropriate and serves the best interest of the child.

Discharge may also happen if a pupil is fully integrated into the mainstream school. The Board of Management has the right to overrule any decision made in this regard.

4. Evaluation

The Board of Management will monitor the implementation of all aspects of this policy. This policy will be amended and updated as required.

5. Review

This policy is subject to review by the Board of Management as required.