

Admission Policy Scoil Eoin Báiste,

Nobber,
Kells,
Co. Meath

16774A

Bishop Tom Deenihan

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 **31st May 2021**. It is readily available for viewing in the school office and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Scoil Eoin Báiste's admission process are set out in the school's annual admission notice which is posted annually on the front door 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 posted on the front door and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Eoin Báiste is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath.

"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; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) 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 Scoil Eoin Báiste 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.

3. Admission Statement

Scoil Eoin Báiste 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.

Schools with special education class(es)

Scoil Eoin Báiste is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Scoil Eoin Báiste, with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with Autistic Spectrum Disorder.

Criteria for Admission to our ASD Class:

A child will be offered a place when all of the following requirements have been met:

1. A fully completed application form for enrolment and all available reports have been submitted to the school by the parents / guardians, within the timeframe specified in the Admissions Notice pertaining to the upcoming year
2. The child must have a multi-disciplinary report with a diagnosis of a qualifying Autism Spectrum Disorder (DSM IV or V) and a recent recommendation to attend an ASD class attached to a

mainstream school. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure

3. The school has an available place withing the appropriate ASD class

And in accordance with the following criteria:

For the initial set up, school year 2021/2022

1. Applicants who are currently enrolled in the school
2. Siblings of children currently enrolled in the school
3. All children who live within the Parish boundary
4. All children who are not resident within the Parish boundary

From school year 2022/2023 onward

1. Siblings of children currently enrolled in the school
2. All children who live within the Parish boundary
3. All children who are not resident within the Parish boundary

In the event of applications for enrolment exceeding, or being expected to exceed, the number of places available the Principal will allocate places using the above criteria and in that order. If the number of applicants under category (1) outnumber the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.

Criteria for Admission to our Early Intervention Class:

The criteria for admission to the Early Start class will remain the same as above with the following exceptions:

- The student must be at least 3 years of age and under 6
- ASD pupils do not need a recommendation for a special class placement to be considered for the early intervention class

Placements in the early intervention will be subject to review after a period of 12 weeks.

Please also not that the granting of a place in the early intervention class does not automatically entitle the student to enrolment in the primary school class.

5. Admission of Students

The following conditions must be met for admission into Junior Infants:

- The child must have reached their 4th birthday before the 1st of April of the year before admission
- A fully completed enrolment form
- The following documentation must be provided with the application form:
 - i. Copy of the applicant's birth cert – and baptismal cert if applicable (This is not a requirement if the applicant was baptised in the parish of Nobber)
 - ii. Proof of address

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

Schools with Special Education Classes

The ASD classes will provide an education exclusively for students with a primary diagnosis of a qualifying Autism Spectrum Disorder and the school may refuse admission to these classes where the student concerned does not have the specified category of special educational needs.

All denominational schools

Scoil Eoin Báiste 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.

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:

Criteria used to prioritise places for Junior Infants:

- Where the number of applications for Junior Infants, exceeds the number of places available, the School will offer places in the priority order of 1 through to 3 of the categories outlined below in order to determine admission into Junior Infants for up to and including 30th September of the year of admission.
- The priority order, in the following order, is as follows:
 1. Category 1: Siblings
 2. Category 2: Those who live within the Nobber Parish boundary
 3. Category 3. All other applicants.
- If an applicant falls into a number of priority categories listed above, s/he will be included in the priority category which affords her/him the highest priority.

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:

A – on grounds of age. The children in each category will be ranked in descending order of their age.
B – If there is a tie for a remaining place – time of birth as per birth cert
C – if it is a case that twins are tied for the last remaining place they shall both be admitted by way of exception.

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 (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;
(other than in relation to:
 - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (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;
- (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 Scoil Eoin Báiste 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.

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 Scoil Eoin Báiste, 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.

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 Scoil Eoin Báiste 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.

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 –

- 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 PPSN (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 Scoil Eoin Báiste 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 Eoin Báiste 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.

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.

15. Admission of Students to the Autism Spectrum Disorder Class:

The special class and Early Start classes attached to Scoil Eoin Báiste provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder.

The total number of places available in each class is six.

- An applicant must have a primary diagnosis of a qualifying Autism Spectrum Disorder and must submit a professional report, which confirms a diagnosis (DSM IV/V or ICD 10)
- An applicant must also furnish the school with a recommendation to attend an ASD class attached to a mainstream school. Such recommendation must be furnished by a professionally recognised clinical psychologist
- If the applicant presents with a general learning disability it must fall within the mild range.
- A fully completed, signed and dated application form for enrolment has been submitted and a vacancy exists
- When a complete application is submitted an acknowledgement is sent indicating the waiting list number (if applicable)
- Parents and the applicant are invited to a meeting with the ASD class co-ordinator and are encouraged to bring reports from the present educational setting
- The applications will be assessed by the ASD Enrolment Advisory Board. This will comprise of the Principal, a teacher from the ASD class and a member of the BOM.
- The Board of Management will decide on the acceptance or otherwise of an application.

- If offered a place the parents must confirm acceptance of a place, in writing, within 7 calendar days. If the confirmation is not received the school will take it that the place is not being accepted.
- In the event that the number of applications seeking admission exceeds the number of places available, names will be placed on a waiting list according to the following criteria:
 - i. Pupils currently enrolled in the school who have been formally diagnosed and who have been recommended as suitable pupils for placement.
 - ii. Siblings of pupils currently enrolled in our school at the time of application and who also meet the criteria above.
 - iii. Pupils living within the parish boundary with the specified category of special educational needs provide for in this class.
 - iv. Pupils living outside the parish boundary with the specified category of special educational needs provided for in this class.

In the event that there are two or more students tied for a place in the special classes, in any of the selection criteria categories above, the following arrangements will apply:

- Where the number of applicants in any of the above categories exceeds the remaining number of places, the applicants who fall into that category will be prioritised beginning with the eldest, in descending order of age by date of birth until all the remaining places have been filled.
- Parents must confirm in writing within 7 calendar days that a place on the waiting list is being accepted. If this is not received the school will take it that the place on the waiting list is not being accepted.
- The waiting list will be maintained for the duration of the academic year only, for which the application was initially made.

Placement / Continuing Placement of a Pupil in an ASD Class:

- Pupils will be phased in gradually to the ASD class through a mutually agreed process between the school and the parents.
- The individual needs of each pupil will be constantly reviewed to ensure that an ASD class is an appropriate setting to meet the pupil's needs. A review of each pupil's progress and his/her Individual Education Plan will be carried out in consultation with the parents and other professionals where necessary.
- The school reserves the right to review each pupil's progress at the end of each academic year to determine whether the ASD class continues to be an appropriate placement for him/her.

ASD Class Admissions Advisory Board:

- The Advisory Board consists of the school Principal, a member of the Board of Management and a teacher from the ASD class.
- The decision as to placement of an applicant in the ASD class lies with the BOM.
- Places are allocated in the ASD class on condition that the appropriate resources are provided and continue to be provided by the NCSE and the DES.

Transition from ASD Class to Mainstream:

Arrangements for pupils' integration into the mainstream will be made according to their level of need and attainments. School personnel will decide when inclusion / integration into a mainstream setting is appropriate. The mainstream setting will be the class that is the best suited to meet the pupil's needs and the one that is chronologically most appropriate.

16. 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 other than the school's intake group are as follows:

§ The Board of Management of Scoil Eoin Báiste, in its Admission Policy, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class each year, bearing in mind; size of/available space in classrooms, health & safety concerns regarding staff and children, the educational needs of children of a particular age, multi-grade classes, presence of children with special educational/behavioural needs, DES maximum class average directives & time of school year.

§ The Board will comply with all the provisions contained in the Education Welfare Act, which contains specific provisions in relation to the transfer of pupils from one national school to another.

§ When completing the application form parents give their consent for the transfer of information from between primary schools.

§ When a child transfers from Scoil Eoin Báiste to another school, the schools records on attendance, academic progress etc will be forwarded on receipt of notification through the POD system

§ Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.

§ When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

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:

§ The Board of Management having determined the maximum number of children in each class each year will process an application for admission received after the commencement of the school year if there is a space available. The ratio is 28 children for each class teacher.

§ The application will be considered in line with the procedures outlined in the Admission Policy.

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

This rule applies to all schools.

The Board of Scoil Eoin Báiste 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.

18. 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 or in the case of a student who has reached the age of 18 years, the student, 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:

- The child will be set specific non-religious work and will remain in the classroom for the duration of the lesson.

19. 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.

This Policy was updated in April 2021 to encompass the new ASD classes that have been sanctioned.

This was brought to the Board of Management for ratification on 31st May 2021.

It was ratified by all the members.

Signed:

Marie Gibney, Chairperson