

Admission Policy of SN Chreachmhaoil

School Address: Crinnage, Craughwell, Co. Galway

Roll number: 05754G

School Patron/s: Catholic Schools/Galway Diocese



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 . 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 SN Chreachmhaoil 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 Chreachmhaoil is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Galway.

"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 SN Chreachmhaoil 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.

Scoil Naisiunta Chreachmhaoil aims to provide:

a full and harmonious development of all aspects of the person of the pupil. This includes the modelling of a Christian and religious way of life through daily morning/evening prayer and our codes of behaviour.

We provide a Religious Education programme in accordance with the practices doctrines and Traditions of the Roman Catholic Church and hope to promote and aid the faith formation of all through honesty and good example.

We:

- Commit to the aims and principles of the primary school curriculum.
- Celebrate the uniqueness of each child as expressed in each child's personality, intelligence and potential for development.
- Seek to nurture the child in all dimensions of his or her life- spiritual moral, cognitive, emotional, imaginative, aesthetic, social and physical.
- Want each child to live a full life as a child and to realise his or her potential as a unique individual
- See ourselves as an integral part of the parish and in partnership with parents/guardians and the Church seeks to nurture the Catholic faith through religious education, preparation for the sacraments.
- Seek to continue to work in partnership with parents to ensure the best interest of each child is provided for.
- Aim to instil in children an awareness and pride of Irish Culture and Heritage and to value its uniqueness as part of a multi-cultural society. We will promote our Irishness through language, history, music and sport.
- We urge you to work in partnership with us reinforcing for children these values. Ní neart go cur le chéile.

3. Admission Statement

SN Chreachmhaoil will not discriminate in its admission of a student to the school on any of the following:

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- (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 However, because Craughwell N.S has established two Special classes, with the approval of the Minister of Education, , which provide(s) an education exclusively for students with a category/categories of additional ('special') educational needs specified by the Minister. Craughwell N.S may refuse to admit a student (s) to these class(es)where the student concerned does not meet the criteria for admission to such a class, see section 4 below.

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.

SN Chreachmhaoil 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.

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

S.N Chreachmhaoil with the approval of the Minister for Education, has established two classes to provide an education exclusively for autistic children/students with autism.

Children are eligible for enrolment in a special class for autistic students/students with autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g Autism:DSMIV/Vor ICD10/11) (psychologist, psychiatrist,multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autistic students/students with autism.

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SN Chreachmhaoil 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.

SN Chreachmhaoil 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.

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
- c) The autism classes in SN Chreachmhaoill provide an education exclusively for children with autism and the school may refuse admission to this class where the student concerned does not meet the criteria for admission to such a class as set out in section 4 above.

SN Chreachmhaoil 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.

6. Oversubscription

The annual admission notice is published on the school's website www.craughwellns.ie more than one week prior to the start of the annual admissions process.

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 for Junior Infants.

Students must reach 4 years of age on or before January 1st of the school year in question

The criteria used to determine enrolments each year are as follows:

Category 1: Siblings of children already in the school or siblings of children that previously attended Craughwell National School •

Category 2: Children of the staff members of the school

Category 3: Junior Infant enrolment- children whose place, having been confirmed the year before, deferred that position for a year. •

Category 4: Junior Infant enrolment- Children from the Parish of Craughwell and surrounding townlands

Category 5: Junior Infant enrolment: Children from outside the area mentioned in Category 4

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Category 6: - Senior Infants to Sixth Class enrolment: Children from the Parish of Craughwell and surrounding townlands

Category 7: Senior Infant to Sixth Class enrolment- Children from outside the area mentioned in Category 5

Each of the above categories will be filled in order before moving to the next category. E.g. all siblings of children already in the school will be accepted before the next category is assessed. **Our upper limit for the coming academic year is a whole school enrolment number of 350 pupils.**

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:

Should the school be oversubscribed priority will be given to the oldest child in the category which cannot be fully accommodated. A waiting list will be constructed based on the criteria listed above which will be valid for the coming school year.

Autism Classes

If ‘Na réaltaí’ are oversubscribed, the school will apply the following selection criteria to students.

Category 1: Children who have transferred from ‘Na réaltaí ‘ to mainstream within our school and wish to reapply for a place in the special class..

Category 2: Applicant students who are siblings (including step siblings, adopted siblings and foster siblings) of children enrolled at the school at the same time.

Category 3: Applicants who reside in closest proximity to the school and radiating outwards until all available places have been filled.

In the event that two or more students are tied for a place or places in any of the selection criteria above (the number of applicants exceeds the number of available places) places will be offered or added to a waiting list by the earlier date of birth of the student.

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:

- (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 family attending or having previously attended the school;
other than, in the case of the school wishing to include a selection criteria based on siblings of a student attending or having 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 SN Chreachmhaoil 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, **but no later than three weeks** after the annual admissions process, for late applications, three weeks after the school receives an application.

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 SN Chreachmhaoil, 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 are 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

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An offer of admission may not be made or may be withdrawn by SN Chreachmhaoil 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 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 SN Chreachmhaoil 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 SN Chreachmhaoil 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

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:

Such pupils will be admitted as per categories 6 and 7 of the criteria.

Priority will be given to categories 1 to 5.

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:

Pupils may transfer from other schools mid-year depending on numbers and space in the school. This will normally happen as a result of a family moving to the catchment area of the school during the school year. SN Chreachmhaoil will not normally accept pupil transfers from another school mid-year, when the family has not moved house into the catchment area. Such transfers should occur at the beginning of a school year unless in exceptional circumstances as deemed by the Board of Management of SN Chreachmhaoil. In the event of over subscription to the school, priority will be given to intake pupils from criteria categories 1-5 as listed.

Intake of Junior Infants during the school year, after the starting date for all infants, will not normally be permitted unless the Board of Management of Craughwell NS deem there to be exceptional circumstances.

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

This rule applies to all schools.

The board of SN Chreachmhaoil 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-requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

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

18. 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.

19. 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.

