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**Admission Policy of Scartleigh N.S.**

**School Address: Saleen, Cloyne, Co. Cork**

**Roll number: 17600S**

**School Patron/s: Bishop William Crean**

## **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 Scartleigh N.S admission process are set out in the school’s annual admission notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

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

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

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

Scartleigh N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of William Crean..

“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 Scartleigh 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.

**General Information:**

Mission Statement

Scartleigh N.S. is a nurturing school where each pupil learns holistically in a happy, secure and caring environment. It is a school where all pupils can develop their spiritual, moral, physical, creative and academic potential. We recognise and value the uniqueness of each child in our school. We are a school with a Catholic Ethos and we also give due recognition to pupils of all other religious beliefs and none.

Scartleigh National School is governed by the Board of Management which includes teachers, parents, representatives of the Patron and members of the wider community.

The school welcomes all children, irrespective of ability, domination or family circumstance. The school will endeavour to seek the optimum level of support and resources from the relevant agencies in both the Department of Education and Skills and the Department of Health to assist in all children achieving their potential.

In September 2006 the school opened a Special Class for Children with Autism. The school now has five classes in this Unit which is named An Cuan. Each class has a maximum class size of six. COPE Foundation may provide multi-disciplinary support for the children in An Cuan.

## **Admission Statement**

Scartleigh National School will not discriminate in its admission of a student to the school on any of the following:

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

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

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| **Primary schools receiving applications from applicants of a minority religion**  Scartleigh N.S. is a school whose objective is to provide education in an environment  which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.  **All denominational schools**  Scartleigh N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.  **Schools with special education class(es)**  Scartleigh N.S. is a school which has established classes, with the approval of the Minister for Education and Skills, which provide 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. |

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

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| Scartleigh N.S. with the approval of the Minister for Education and Skills, has established four classes to provide an education exclusively for students with ASD ,one being an early Intervention class, a junior , middle and senior class for children with ASD and a mild general learning disability and one class for children with ASD and complex needs. |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_30j0zll) below for further details)
2. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

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| Additional information must be included (as applicable) in this section.  **All denominational schools**  Scartleigh N.S. is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school  **School with special education class(es)**  The special classes attached to Scartleigh N.S, provide an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.  **Making an Application to Enrol children into the Junior Infant Class.**  -A child must be four years old before the 1st September of the year they start school.  -Parents who wish to enrol their children must sign and submit **Application Form for Admission**. The signing of this form is not a guarantee of a place.  -Any questions on school policy will be answered where possible.  It is required that the parents will:  -Inform the school about the child’s progress to date.  -Inform the school of any circumstance(s) which might impact on the child’s education.  -Brief the Principal on any special preparatory measures the school may need to take in order to facilitate the child’s inclusion into the school community. |

## **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:

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| In the event of the number of applications exceeding the number of places available the Board of Management will make the final decision(s) using the following prioritised criteria:  1. Siblings of pupils already attending the school  2.Children attending An Cuan Early Intervention Class or another class in An Cuan.  2. Children who live within the immediate environs of the school  3 Catchment area.  4 All other applicants. |

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

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| Should the number of applications exceed the number of places in any of the above criteria then a lottery system will apply. |

## **What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

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| 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:   1. a student’s prior attendance at a preschool or pre-school service, including naíonraí,   Except for children attending Early Intervention in An Cuan   1. the payment of fees or contributions (howsoever described) to the school;      1. a student’s academic ability, skills or aptitude  * For placement in Early Intervention a child must have diagnosis of ASD stated in a multidisciplinary report and that the   minimum level of cognitive functioning is a mild learning disability.  A child can take up a place in this class on/after his/her third birthday. The upper age limit for inclusion in the EIC is five. (A child cannot be six during the school year up to June 30 th )  The maximum class size is six pupils. If the number of children meeting the above criteria wishing to enrol exceeds the number of places available, the following criteria will apply in priority order  1. Existing pupils of Scartleigh NS  2. Siblings of current pupils in An Cuan  3. Siblings of current pupils in Scartleigh NS  4. Children living within the catchment area of Scartleigh NS   * For placement in Junior ,Middle or Senior ASD class in An Cuan a pupil must have a diagnosis of ASD and a Mild Learning Disability outlined in a Multidisciplinary report with a recommendation for a special class placement. * The fifth class is for children with ASD and more complex behavioural needs outlined in a Multidisciplinary report with a recommendation for a special class or special school placement.  1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;      1. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;   Students with siblings already attending the school are given priority     1. the date and time on which an application for admission was received by the school,   This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. |

## **Decisions on applications**

All decisions on applications for admission to Scartleigh N.S. will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice (where applicable)
* The information provided by the applicant in the school’s official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 1](#_3znysh7)4 below in relation to applications received outside of the admissions period and [section 15](#_2et92p0)  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.

## **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](#_tyjcwt) below for further details).

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

In accepting an offer of admission from Scartleigh N.S., you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scartleigh N.S. where—

1. it is established that information contained in the application is false or misleading.
2. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
3. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_1fob9te) above.

## **Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,

(ii) an offer of admission to the school has been made, or

(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;

(ii) the date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scartleigh 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 Scartleigh N.S. is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## **Procedures for admission of students to other years and during the school year**

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| The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows:  **Making an Application to Enrol Children into Classes other than Junior Infants** Parents who wish to enrol their children into classes other than Junior Infants must contact the Principal to arrange a meeting. At the meeting with the Principal, the parents will be informed of the number on roll for the class(es) into which they seek to enrol their child(ren) as well as projected numbers and provisional class divisions where relevant.  -Places are not usually allocated to students who wish to transfer from other schools in the locality.  -Questions on School Policy will be answered where possible.  It is required that parents:  - Explain their reason(s) for seeking to enrol their child(ren) in the school.  - Provide the school with written progress records or/and reports from the previous school.  - Inform the school of any circumstance(s) which might impact on the child’s education in the school.  - Brief the Principal on any special preparatory measures the school may need to take in order to facilitate the child’s inclusion into the school community.  - Fill out an Application to Enrol Form. The signing of this form does not guarantee an offer of a place. The application will be considered by the Board of Management. |

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| 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:  **Making an Application to Enrol Children into Classes During the School Year**  Parents who wish to enrol their children into classes other than Junior Infants must contact the Principal to arrange a meeting. At the meeting with the Principal, the parents will be informed of the number on roll for the class(es) into which they seek to enrol their child(ren) as well as projected numbers and provisional class divisions where relevant.  -Places are not usually allocated to students who wish to transfer from other schools in the locality.  -Questions on School Policy will be answered where possible.  It is required that parents:  - Explain their reason(s) for seeking to enrol their child(ren) in the school.  - Provide the school with written progress records or/and reports from the previous school.  - Inform the school of any circumstance(s) which might impact on the child’s education in the school.  - Brief the Principal on any special preparatory measures the school may need to take in order to facilitate the child’s inclusion into the school community.  - Fill out an Application to Enrol Form. The signing of this form does not guarantee an offer of a place. The application will be considered by the Board of Management. |

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

This rule applies to all schools.

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

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

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

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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:  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. |

## **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.