



# Scoil Oilibhéir

## Admission Policy: Scoil Oilibhéir

Roll Number: 19730S

### 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018, The Education for Persons with Special Needs Act 2004, 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 25/09/2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Oilibhéir'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

#### **Mission Statement:**

- Scoil Oilibhéir aims to nurture responsible, capable, resourceful and caring people, who live their lives in a Christian way, respecting and valuing difference. This whole school experience will foster both a love of learning and an awareness of our culture and traditions, thus enabling all who learn and work here to live good and wholesome lives.
- This policy, as with all school policy documents, reflects the Catholic ethos of our school.

#### **Rationale:**

Within the context and parameters of DES regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, Scoil Oilibhéir supports the principles of:

- Equality of access and participation in the school - Equality of access is the key value that determines the enrolment of children to our school. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language/ accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs & values, family or social circumstances.
- Children with a disability or other special educational need being facilitated.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **3. Admission Statement**

Scoil Oilibhéir 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.

### **Primary schools receiving applications from applicants of a minority religion**

Scoil Oilibhéir 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.

### **Schools with special education class(es)**

Scoil Oilibhéir 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 Oilibhéir with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder.

## **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

Scoil Oilibhéir is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Scoil Oilibhéir provides 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.

## **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:**

- Siblings of children already enrolled in the school. This will include step siblings and half siblings living at the same address.
- Children of current school staff.
- Children living in the parish for whom Scoil Oilibhéir is the nearest primary school and who have submitted completed Application for Enrolment Forms on or before the date specified in the annual admissions notice.
- In the event of an over subscription of applications for places, in any category above, priority will be given to children within that particular category in order of age, starting with the oldest.

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:

Decision will be made by offering the place to the pupil living closest to the school.

**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;  
other than in relation to:
  - 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
- (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 this school wishing to include a selection criteria based on (1) 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Scoil Oilibhéir 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
- All children wishing to enrol in Scoil Oilibhéir must be at least 4 years old before September 1st on the year of induction.

(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 Oilibhéir, 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 [school name] 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.

## **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 Oilibhéir 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 Oilibhéir 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. 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:

Parents seeking to enrol their child(ren) in Scoil Oilibhéir are requested to return a completed Enrolment Application Form (available in the office or at [www.scoilolibheir.ie](http://www.scoilolibheir.ie)), with an original Birth/Adoption Certificate to the School secretary.

### **(2.1) Provision of key information by parents:**

A specific enrolment application form is provided by the Board of Management, and the following information will be sought:

- Pupil's name, address, date of birth.
- Names and addresses of pupil's parents/guardians.
- Contact telephone numbers.
- Contact telephone numbers, in case of emergency.
- Name of siblings in this school
- Details of any medical conditions which the school should be aware of
- Previous school attended, if any, and reasons for transfer, if applicable

### **(2.2) Decision Making**

As a general principle and insofar as is practical, having regard to the school's Enrolment Policy, children will be enrolled on application, provided that there is space available. In the event that applications for enrolment exceed or is expected to exceed the number of places available, the Board of Management shall have regard for any current, relevant Department of Education & Skills guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation such as physical space or the health & welfare of children. This requires balanced judgements, which are guided by the principles of natural justice and are taken in the best interests of all children. The Board of Management reserves the right to determine the maximum number of children in each separate classroom, bearing in mind:

- Size of, and available space in, classrooms.
- The educational needs of children of a particular age.
- Multi-grade classrooms, if applicable
- Presence of children with special educational / behavioural needs.
- Department of Education and Skills maximum class average directive, which currently determines a maximum average of 25 children per class.
- the availability to the school of suitably qualified teachers

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, before the start of or during the school year, and the Board being unable to provide suitable accommodation, or recruit the required teaching staff, the following criteria will be used in the order listed to prioritise children for



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:

As above.

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

The board of Scoil Oilibhéir 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**

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:

If the parent desires that their child not attend religious instruction in Scoil Oilibhéir the Board of management requests the parent to inform the school through a meeting with the Principal.

The Principal will outline the approach to religion in Scoil Oilibhéir and will ascertain if the parent wishes the child to remain in the classroom while religious instruction is taking place, but not to actively participate.

If the parent does not wish the child to participate the Principal will explain that the child can remain in the classroom and engage in a reading activity for the duration of the lesson. If the parent wishes that the child does not remain in the classroom during the teaching of religion the parent will be asked to come to the school at the time of religious instruction to remove the child and return the child after the religion lesson has concluded.

## **18. 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.

### **Ratification & Review:**

This document was ratified by the Board of Management in October 2023. It will be reviewed again in September 2024.