



Scoil Íosa

Enrolment and Admission Policy

**School Address: Campus 1 Castle Road , Oranmore, Co Galway
Campus 2 , Maree Road, Oranmore, Co Galway**

Roll number:20584R

School Patron : Bishop Michael Duignan

1. Introduction

Scoil Íosa is a Catholic co-educational school, catering for children from Junior to Sixth class, with a Catholic Ethos under the Patronage of the Bishop of Galway, Kilmacduagh, Kilfenora, and Clonfert Bishop Michael Duignan.

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 4th October 2024. 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 Íosa Primary School 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.

2. Characteristic spirit and general objectives of the school

Scoil Íosa Primary School is a Catholic Co Educational primary school with a Catholic ethos under the patronage of the Bishop of Galway, Kilmacduagh, Kilfenora and Clonfert, Bishop Michael Duighnan.

“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 Íosa Primary School 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. Mission Statement

The aims and values of Scoil Íosa Primary School, are to provide a happy, secure and effective learning place, where the wellbeing and creativity of pupils and staff are at the heart of all activities.

We encourage the uniqueness of individuals, while fostering a sense of community and inclusiveness where everyone is valued, encouraged and respected.

4. Admission Statement

Scoil Íosa Primary School 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.

Scoil Íosa 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.

Scoil Íosa 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. Denominational Schools

Scoil Íosa 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

6. Special classes

Scoil Íosa is a school which has established with the approval of the Minister for Education and skills, which provides an education exclusively for students with a category or categories of a 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.

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

Scoil Íosa Primary School is a mainstream primary school with SEN classes attached.

All applications for the enrolment of children with special needs must be accompanied by a copy of all relevant medical reports, such as psychological, Speech and Language, Occupational Therapy, Child Psychiatry, Paediatric reports etc. The purpose of these reports is to establish the needs of the child relevant to his/her disability/special needs and to identify the school support services required.

Following receipt of such support the BOM shall assess how the school can meet the needs specified in the report.

Scoil Íosa, with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder and classes exclusively for children with a Moderate General Learning Disability.

8. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 9 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.

9. Oversubscription

Selection Criteria

The Board of Management may set down the number of pupils in any class and in the school in total.

The maximum number of pupils will be stated in our annual admission notice each year.

Junior Infants

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

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:

Priority Criterion

1. Brothers and sisters of children already attending this school.
2. Brothers and sisters of past pupils.
3. Children living inside parish boundary
4. Children of staff members
5. Children living outside the parish boundary whose home address is closest to the school, measured by google maps.

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:

For admissions to Junior Infant classes where the school is oversubscribed, the Board of Management will apply the six selection criteria above, in the order of priority in which they are listed and in the event of a tie for the final place the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth the Board of Management will draw lots between these tied applicants for the last place and will keep remaining applicants on a waiting list for cancellations arising before the school year begin

10. 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 preschool or pre-school service, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start preschool, specified in a list published by the Minister from time to time;
- (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:

the special classes 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) the date and time on which an application for admission was received by the school,

11.Enrolment Procedures for children for Junior Infants

Stage 1 : Application for Enrolment

Applications will only be accepted on the basis of receipt of a fully completed Admissions form / Link on our school website. This application link will include the following information, child's PPSN, current address and contact details, including an email address. Information gathered in our application process, including PPSN, is required to log applications on the Department of Education and Skills Primary Online Database.

A copy of your child's birth cert and proof of address will be requested to be uploaded.

Stage 2 : School recording of Application

The school will maintain a digital record on its school based Aladdin platform of all submitted information.

Stage 3: Formal offer of a place

Written notification (email)of the decision on the application for enrolment will be issued to parents of applicants within 21 calendar days of closing date.

Stage 4 : Formal Acceptance of a place

Parents/guardians of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning an enrolment acceptance form within seven calendar days of date of offer.

The offer of a place is subject to the parents /guardians having provided the school with

A fully completed, accurate enrolment form.

An original copy of the child's birth certificate – uploaded on enrolment link,

Written confirmation accepting all school policies and procedures. (Scoil Íosa is a newly amalgamated school. New policies for the school year are currently being put in place. In the interim our policy and practices are in keeping with the pre amalgamated schools, Scoil Iosaif Naofa and Scoil Mhuire.

Stage 5: Waiting List

Unsuccessful applicants will be placed on a waiting list. Parents/Guardians of these children will be notified immediately outlining the reason why they were refused admission and their position on the waiting list.

Where all of the criteria for enrolment are equal among applicants, places will be offered based on a supervised lottery draw.

If parents/Guardians are not satisfied with any enrolment decisions made the following appeals procedure is in place.

Appeals procedure. (See section 19 below)

12. 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 Íosa Primary School 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'.

13. 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).

14. 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 Íosa Primary School 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 Íosa Primary School 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. The criterion date of birth of the child applying will only be applied in the case of children who are tied for the last place in the Junior Infants intake classes. When children are tied for the final places in classes above Junior Infants, after all of the six criteria in section 5 of this policy are applied, lots will be drawn for the final place and remaining applicants will be kept on a waiting list for any places becoming available later.

15. 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.

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 or years other than the school's intake group are as follows:

Parents Guardians complete an applications form (school website)

Application is assessed by the BOM using the criteria in Section 9 of this admissions policy.

Admission will depend on space in the required class based on current Department of Education Guidelines.

If the application is successful, pupils enrolling in the school will be placed by the Principal in an appropriate class based age and classes completed on enrolment.

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

This rule applies to all schools.

The board of (name of school) 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.

18. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parent of the student 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.

Students not attending religious instruction may be accommodated in their own class or in a larger class setting. This will depend on the amount of students involved.

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.

Signed

Chairperson Board of Management Date / / 2024