Version	Date First Ratified by the BOM	Date(s) Reviewed By BOM
V.1	**September 15th 2024**	**17th September 2025**
		21st September 2026

Admission Policy
Scoil Íosa

Scoil Íosa
Oranmore

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

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admissions 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 in September 2025, 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's admission process are set out in the school's annual admission notice which is published annually on the school's website https://scoiliosaoranmore.ie/ 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 https://scoiliosaoranmore.ie/ and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Íosa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Galway, Bishop Michael Duignan. It serves the people in the Oranmore area and caters for pupils from Junior Infants to 6th class. "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:

● the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;

● a living relationship with God and with other people;

● a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;

● the formation of the pupils in the Catholic faith, providing 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 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.

Mission Statement

At Scoil Íosa, we are guided by our Catholic ethos and a deep commitment to inclusion and respect. We foster strong, meaningful relationships and create a supportive environment where all pupils and staff are encouraged to grow personally, thrive in every possible way and contribute positively to our school and wider community.

3. Admission Statement

Scoil Íosa 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', ' discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

4. 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

5 Categories of Special Educational Needs catered for in the school's special class.

Scoil Íosa with the approval of the Minister for Education and Youth, has established two MoGLD classes and three Autism classes to provide an education for students with moderate general learning difficulties and autism (MoGLD - ASC)

Applicants seeking to apply to Scoil Íosa for a Special Class placement, are advised to access the following useful link: https://ncse.ie/notify-ncse-special-class-special-school

Applications for Special Education Class(es)- MoGLD and ASC classes

Applicants are only eligible to apply for a place in a special class at Scoil Íosa, if ALL FOUR of the following identified criteria are met:

Professional report(s) outlining:

1. Diagnosis of the special educational MoGLD or ASC needs (e.g. Autism: DSM IV/V or ICD 10/11) (psychologist, psychiatrist, multi-disciplinary report).

AND

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

AND

3. 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

4. The relevant eligibility letter for the school year concerned, from the NCSE, confirming that the child is known to them, and that the child has the required diagnosis and recommendation for an MoGLD Class or an ASC Class.

Where a Special Class is oversubscribed, places for eligible applicants will be allocated in accordance with criteria outlined in Section 6 of the school's Admissions Policy. A Waiting List for MoGLD and ASC Classes will be compiled in accordance with Section 13 of the school's Admission Policy.

All late applicants for MoGLD and ASC Classes, (including late applicants already enrolled in the school), will be added to the bottom of these Waiting Lists, upon receipt of completed eligible application, in order of date received.

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 applicant has not yet reached their fourth birthday by the 1st April of the year in which he/she is applying.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria in the order listed below to

those correctly completed 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 (including step-siblings resident at the same address) of children already attending this school. Priority to eldest.
2. Children living inside the parish boundary. Priority to eldest.
3. Brothers and sisters of past pupils of Scoil Íosa or of either pre-amalgamated schools, Scoil Mhuire or Scoil Íosaif Naofa (priority given to eldest, -up to a maximum of 25%).
4. Children of staff members. Priority to eldest.
5. Children living outside the parish boundary. Priority to eldest.

Where a child falls under two or more of the above criteria, the highest ranking criterion will be applied to the child's application.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories (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 five selection criteria above will be applied, in the order of priority in which they are listed.
- In the event of a tie for the final place, the oldest of the tied applicants will be offered that place.
- In the event of more than one tied applicant having the same date of birth, random selection will take place to determine the last place**.** Random selection, if required, will be used to determine the remaining places on the Waiting List.

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;

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

This is subject to the correctly completed 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.

8. Decisions on applications

All decisions on applications for admission to Scoil Íosa will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

  (Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Íosa, 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

An offer of admission may not be made or may be withdrawn by Scoil Íosa 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, or by stated deadline dates associated with later admission offers.

(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 board to provide a patron or another board of management with a list of the students in relation to whom—

1. an application for admission to the school has been received,

2. an offer of admission to the school has been made, or

3. 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 Scoil Íosa 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 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 they are placed on the waiting 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,

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.

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.

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:

- Applications for enrolment are done via our school website – application link.
- Places will be offered if there is a space available in the required class.
- The Board of Management may set down the number of pupils in any class and in the school in total.

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

The Board of Management of Scoil Íosa, 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 have 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 for such students:

A written request should be made to the principal of the school by a parent if they do not wish their child to attend religious instruction. A meeting will then be arranged with the parent(s) or the student, if requested, to discuss how the request may be accommodated by the school. Parents are welcome to view the school's Religion programme if they so wish. This can be arranged, by request, through the school office.

Children who are not members of the Catholic Faith will not be required to participate in any activities relating to The Catholic Faith. During religious education lessons they will be assigned other appropriate work which must be conducted in the classroom during religious education lessons. Scoil Íosa cannot undertake to teach children of other faiths in their own faith, nor can it provide supervision during the religious education period apart from within the class.

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 Youth.

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 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.

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 Youth.