

Scoil Mhuire gan Smál, Cill Choirle

Admission Policy



Policy Details

Name of Policy:	Admission Policy of Scoil Mhuire gan Smál
School Address:	Plaster, Kilkenny, Dundalk, Co. Louth A91 A596
School Roll No:	16749B
School Patron:	Archbishop of Armagh

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Ref Code:	TBA
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Signed by

Chairperson:	<i>Ceráidín Kilduff</i>
Principal:	<i>Donna Kirby</i>
Date commenced:	Aug 2020

The policy was approved by the school patron on 16th August, 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

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1. Policy Statement

- 1.1 Scoil Mhuire gan Smál is committed to providing education in a fair and equitable manner to all its students.
- 1.2 Scoil Mhuire gan Smál is committed to providing fair and equitable access in admission to the school in accordance with admission criteria for all applicants.
- 1.3 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.
- 1.4 This policy must be read in conjunction with the annual admission notice for the school year concerned (see [Appendix A](#)).
- 1.5 The relevant dates and timelines for Scoil Mhuire gan Smál'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.
- 1.6 The application form for admission is published on the school's website www.kilkerleyns.com/enrolment and will be made available in hardcopy on request to any person who requests it.

2. Policy Scope

- 2.1 This policy applies to all potential parents and students who apply for admission to Scoil Mhuire gan Smál.
- 2.2 This policy applies to the staff and Board of Management of Scoil Mhuire gan Smál.

3. Characteristic spirit and general objectives of the school

- 3.1 Scoil Mhuire gan Smál is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Armagh.
- 3.2 "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:
 - 3.2.1 the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects; and
 - 3.2.2 a living relationship with God and with other people; and
 - 3.2.3 a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
 - 3.2.4 the formation of the students in the Catholic faith,

3.3 The school provides religious education for the students 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.

3.4 In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Mhuire gan Smál 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.

3.5 Our Mission Statement is as follows:

Mission Statement of Scoil Mhuire gan Smál

Scoil Mhuire gan Smál is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the students are identified and addressed.

While Scoil Mhuire gan Smál is a school with a Catholic ethos, it also has due recognition for all other religions.

Scoil Mhuire gan Smál will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Scoil Mhuire gan Smál will encourage the involvement of parents through home/school contacts and through their involvement in the Scoil Mhuire gan Smál Parents' Association.

Scoil Mhuire gan Smál will endeavour to enhance the self-esteem of everyone in the school community, to imbue in students respect for people and property and to encourage in them the idea of being responsible.

Scoil Mhuire gan Smál will promote gender equity amongst the teachers and students.

Déanfaimid iarracht Gaeilge a labhairt.

The school motto is;

Happy children; Healthy citizens.

4. Admission Statement

- 4.1 Scoil Mhuire gan Smál will not discriminate in its admission of a student to the school on any of the following:
- 4.1.1 the gender ground of the student or the applicant in respect of the student concerned,
 - 4.1.2 the civil status ground of the student or the applicant in respect of the student concerned,
 - 4.1.3 the family status ground of the student or the applicant in respect of the student concerned,
 - 4.1.4 the sexual orientation ground of the student or the applicant in respect of the student concerned,
 - 4.1.5 the religion ground of the student or the applicant in respect of the student concerned,
 - 4.1.6 the disability ground of the student or the applicant in respect of the student concerned,
 - 4.1.7 the ground of race of the student or the applicant in respect of the student concerned,
 - 4.1.8 the Traveller community ground of the student or the applicant in respect of the student concerned, or
 - 4.1.9 the ground that the student or the applicant in respect of the student concerned has special educational needs
- 4.2 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.
- 4.3 Scoil Mhuire gan Smál 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.
- 4.4 Scoil Mhuire gan Smál is not a special school, or a mainstream school with a special class attached.
- 4.5 Scoil Mhuire gan Smál, Kilkenny 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 Mhuire gan Smál, Kilkenny 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

- 5.1 This school shall admit each student seeking admission except where –
- 5.1.1 the school is oversubscribed (please see section 6 below for further details)

- 5.1.2 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

6. Oversubscription

- 6.1 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:
- 6.1.1 Children living in the catchment area of Kilkenny.
 - 6.1.2 Siblings, including children resident at the same address e.g. step-siblings, foster children etc.
 - 6.1.3 Children of the staff of Scoil Mhuire gan Smál
 - 6.1.4 Children living outside the catchment area.
- 6.2 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:
- 6.2.1 Priority will be decided based on age. The oldest of the students will be offered a place while the younger student/s will be placed on a waiting list for that school year or advised to reapply for the following year's intake.

7. What will not be considered or taken into account

- 7.1 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:
- 7.1.1 a student's prior attendance at a pre-school or pre-school service;
 - 7.1.2 the payment of fees or contributions (howsoever described) to the school;
 - 7.1.3 a student's academic ability, skills or aptitude;
 - 7.1.4 the occupation, financial status, academic ability, skills or aptitude of a student's parents;
 - 7.1.5 a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
 - 7.1.6 the date and time on which an application for admission was received by the school
- 7.2 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.
- 7.3 This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

8.1 All decisions on applications for admission to Scoil Mhuire gan Smál will be based on the following:

- 8.1.1 Our school's admission policy
- 8.1.2 The school's annual admission notice
- 8.1.3 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.

8.2 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.

8.3 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

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

9.2 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.

9.3 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

10.1 In accepting an offer of admission from Scoil Mhuire gan Smál, you must indicate—

- 10.1.1 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
- 10.1.2 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

- 11.1 An offer of admission may not be made or may be withdrawn by Scoil Mhuire gan Smál where—
- 11.1.1 it is established that information contained in the application is false or misleading.
 - 11.1.2 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.
 - 11.1.3 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
 - 11.1.4 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

- 12.1 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.
- 12.2 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—
- 12.2.1 an application for admission to the school has been received,
 - 12.2.2 an offer of admission to the school has been made, or
 - 12.2.3 an offer of admission to the school has been accepted.
- 12.3 The list may include any or all of the following:
- 12.3.1 the date on which an application for admission was received by the school;
 - 12.3.2 the date on which an offer of admission was made by the school;
 - 12.3.3 the date on which an offer of admission was accepted by an applicant;
 - 12.3.4 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

- 13.1 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 Mhuire gan Smál 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.

- 13.2 Placement on the waiting list of Scoil Mhuire gan Smál 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, i.e. age.
- 13.3 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.
- 13.4 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

- 14.1 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.
- 14.2 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.
- 14.3 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.

15. Procedures for admission of students to other years and during the school year

- 15.1 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 or to the intake year after the commencement of the school year are as follows:
- 15.2 Parents/Guardians of the applicant will be provided with a copy of the school's admission policy and will be requested to complete an application form.
- 15.3 In accordance with the admission criteria the application will be considered, and a decision will be made within 10 school days of the receipt of the application.

- 15.4 The parents/Guardians of the applicant will be informed in writing of the decision within 15 school days of receipt of the initial application.

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

- 16.1 The Board of Scoil Mhuire gan Smál or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-
- 16.1.1 an application for admission of a student to the school, or
- 16.1.2 the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

- 17.1 Where the parents/guardians have requested that the student attend the school without attending religious instruction in the school.
- 17.1.1 A written request should be made to the Principal of the school.
- 17.1.2 A meeting will then be arranged with the parent(s)/guardian(s) to discuss how the request may be accommodated by the school.
- 17.1.3 These arrangements will not result in a reduction in the school day of such students.

18. Reviews/appeals

- 18.1 **Review of decisions by the Board of Management**
- 18.1.1 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.
- 18.1.2 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.
- 18.1.3 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.
- 18.2 **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.
- 18.3 **Note:** 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.

18.4 Right of appeal

- 18.4.1 Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.
- 18.4.2 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. **The applicant must request a review of that decision by the Board of Management prior to making an appeal.**
- 18.4.3 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. **The applicant may request a review of that decision by the Board of Management prior to making an appeal.**
- 18.4.4 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.

19. Policy Development and Review.

- 19.1 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.
- 19.2 This policy has been developed in line with guidance from DES and CPSMA.
- 19.3 This policy will be reviewed at least every three years or sooner as required.

References

Education Act 1998:

<http://www.irishstatutebook.ie/eli/1998/act/51/enacted/en/html>

Education (Admission to Schools) Act 2018:

<http://www.irishstatutebook.ie/eli/2018/act/14/enacted/en/html>

Equal Status Act 2000:

<http://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/html>

Education (Welfare) Act 2000:

<http://www.irishstatutebook.ie/eli/2000/act/22/enacted/en/html>

Social Welfare Consolidation Act 2005:

<http://www.irishstatutebook.ie/eli/2005/act/26/enacted/en/html>

Appendix A – Sample Admission Notice

Scoil Mhuire gan Smál, Cill Choirle



ANNUAL ADMISSION NOTICE

in respect of admissions to the 2024/2025 school year

Admission Policy and How to Apply

A copy of the school's **Admission Policy** is available as follows: –

To download from the school website at: www.kilkerleyns.com/enrolment.html

On request: by emailing: secretary@kilkerleyns.ie

or writing to: Secretary,
Scoil Mhuire gan Smál,
Kilkerley,
Dundalk,
Co. Louth
A91 A596

Apply online by completing the form linked here: <https://databizsolutions.ie/Application>

Note: Our school roll number, **16749B**, will be needed.

A paper copy of the application form can be requested as above.

Admissions to the 2024/2025 school year

Application and Decision Dates for admission to 2024/2025

The following are the dates applicable for admission to Junior Infants:

The school will commence accepting applications for admission on	October 1 st 2023
The school shall cease accepting applications for admission on	January 31 st 2024
The date by which applicants will be notified of the decision on their application is	February 9 th 2024
The period within which applicants must confirm acceptance of an offer of admission is	March 22 nd 2024

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in 2024/2025

The number of places being made available in junior infants is	34
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Prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020, no enrolment proposal forms were received for a place in Junior Infants for 2024/2025.