St. Anne's National School

Chapel Road, Tangeragee,
Bailieborough,
Co. Cavan.
A82 DR53

School Roll Number: 18059J

Admissions Policy

Version	Review	Consultation	Ratified by BoM	Next Review Date
1	Policy Review - Amended to reflect Circular 75/2022	ISLT & BoM	October 2023	October 2027
2.	Policy Review - Amended to reflect Circular 39/2025	ISLT, Board of Management	14th October 2025	October 2027
3	Updated Mission Statement and policy formatting	N/A	May 2026	May 2027

This policy was formulated by St. Anne's National School following a consultation process and in accordance with the relevant acts, policy and legislation as set out by the Department of Education and Youth. It was ratified by the Board of Management.

Admissions Policy

1. 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 (BoM) 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 31st 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.

The relevant dates and timelines for St. Anne's National School (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

2. Characteristic Spirit and General Objectives of the School

St. Anne's N.S. is a Catholic co-educational voluntary primary school with a Catholic ethos under the trusteeship of the Bishop of Kilmore.

"Catholic Ethos" in the context of a Catholic voluntary 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; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith,and which school provides religious education 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 BoM of St. Anne's 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.

2.1. Mission Statement

St. Anne's N.S. is a school with a big heart. It is a place where every child is known, feels safe and belongs.

Rooted in kindness, trust and respect, we learn and grow together. Inspired by the example of St. Anne, we nurture each child's gifts with love and patient guidance, growing in wisdom and care for others.

We listen to children, value their uniqueness and celebrate the many ways we learn, express ourselves and communicate. We also encourage children to speak and enjoy Gaeilge as a natural part of everyday school life.

Like the many branches of our oak tree, we recognise that children's learning can take different paths. Through rich and playful learning, children develop as critical thinkers, confident communicators and resilient problem-solvers. They build skills in language, literacy, numeracy and digital technology, express themselves creatively through the arts while learning to care for their wellbeing and make responsible choices for themselves, others and the world around them.

By working hand in hand with families and our community, we strive to remove barriers to learning, celebrate progress and provide the support each child needs to participate and succeed.

At St. Anne's, every child is encouraged to

Dream without limits,
Empowered to grow,
Inspired to learn and,
Supported to succeed.

3. Admission Statement

St. Anne's N.S. 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.

St. Anne's N.S. will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 required to do so by the Council.

St. Anne's N.S., will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

St Anne's 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Anne's N.S. is a school which has established classes, with the approval of the Minister for Education, 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.

4. Categories of Special Education Needs catered for in the school

St. Anne's N.S., with the approval of the Minister for Education, has established special education classes to provide appropriate educational provision and support for pupils with the following identified educational needs:

- Autistic Pupils (Early Intervention provision)
- Autistic pupils (Primary Years)
- Pupils with a Mild General Learning Disability (MGLD) learners

Children and young people are eligible for enrollment in a special class as outlined above when the following is provided in support of an application:

- NCSE Letter of Eligibility
- Professional report(s) outlining: diagnosis of special educational need e.g. Autism IV/V or ICD10/11, Mild General Learning Disability (MGLD) diagnosis (psychologist, psychiatrist or multi-disciplinary report)
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
- 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

The school reserves the right to request additional professional reports/assessments in support of any application

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

5.1. Admission of students in special education class(es)

The special classes in St. Anne's N.S. provides an education exclusively for i) autistic pupils ii) pupils with Mild General Learning Disability (MGLD), and iii) autistic pupils in an Early Intervention setting. The school may refuse admission to these classes, where the pupil concerned does not have the specified category of special educational needs provided for in such a class (please see section 4 above for further details)

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:

1. Siblings of pupils (including stepsiblings, resident at same address), currently or formerly enrolled – priority to oldest
2. Children living within the parish/catchment area – priority to oldest
3. Children of current permanent/CID members of staff
4. Children whose parents or grandparents were former pupils of St. Anne's N.S. The number in this category will not exceed 25% of available places – priority to oldest.
5. Children living outside the catchment area – priority to oldest

In the event of being unable to enrol a child(ren) from the previous listed categories, in a given class, such children will receive priority for the subsequent school year, in the same listed order of categories.

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:

- the student, living closest (radial distance) to the school will be given priority. This being equal, the school shall arrange for the selection to take place by lottery.

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, or an earl intervention class (in St. Anne's N.S. or in another school).

(b) the payment of fees or contributions (howsoever described) to the school;

(c) Student's academic ability, skills or aptitude; other than in relation to: admission to a special class in so far 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 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

(i) siblings of a student attending or having attended the school
(ii) Parents or grandparents of a student 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 31st January 2025 only).

8. Decisions on Applications

All decisions on applications for admission to St. Anne's 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 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

Accepting an offer of admission from St. Anne's 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

11. Circumstances in which offers may not be made of may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Anne's N.S. 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 data 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).

13. Waiting List in 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 St. Anne's 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 St. Anne's 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.

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.

Late applicants will be notified of the decision in respect of their application not 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.

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:

- Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy. Pupils may transfer to the school during the school year subject to school policy, available space, and in some cases the approval of the DEY. The Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress, should be communicated between schools.
- Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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:

- In the event of there being more applications to the school in the school year concerned than places available, a waiting list of students whose applications for admission to St. Anne's 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 St. Anne's 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.

16. Declaration in Relation to Non-Charging of Fees

The board of St. Anne's N.S. or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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 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.

18. Review/Appeals

17.1. 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 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.

17.2. 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 to 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 Youth.

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.

18. Review/Appeals

This policy was approved by the Patron, Bishop Martin Hayes, Bishop of Kilmore on 31st August 2020. This policy was first ratified by the Board of Management in August 2020.

This policy was further amended and ratified by the Board of Management on 26th May 2026.

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Debbie Clarke	George McAdam
Chairperson of BoM	*Principal*

Appendix A

St. Anne's National School
Annual Admissions Notice for 2027/2028

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2026/27 school year are available as follows: —

- To download at: www.stannesns.ie
- On request:
  - By emailing office@stannesns.ie
  - Writing to: Admissions, St. Anne's NS, Chapel Rd., Bailieborough, Co. Cavan.

1. Application and Decision Dates for admission to Junior Infants for 2027/2028

1.	The school will commence accepting applications for admission on	1 November 2026
2.	The school will cease accepting applications for admission on	30 January 2027
3.	Applicants will be notified in writing of the decision on their application by	12 February 2027
4.	Applicants must confirm acceptance of an offer of admission by	26 February 2027

Failure by an applicant to accept an offer by 26th February 2027 may result in the offer being withdrawn.

2. Application and Decision Dates for admission to St Anne's N.S. Mild General Learning Disability Class for 2027/2028

The maximum number of children in this class is 11.

	The school will commence accepting applications for admission to the mild general learning disability class on	1 November 2026
	The school shall cease accepting applications for admission to the mild general learning disability class on	30 January 2027
	Applicants will be notified of the decision on their application for admission to the mild general learning disability class by	12 February 2027
	Applicants must confirm acceptance of an offer of admission by	26 February 2027

Failure by an applicant to accept an offer by 26th February 2027 may result in the offer being withdrawn.

3. Application and Decision Dates for admission to St Anne's N.S. Autism Support Special Class for 2027/2028

The maximum number of children in these classes is 6.

	The school will commence accepting applications for admission to the autism support class on	1 November 2026
	The school shall cease accepting applications for admission to the autism support class on	30 January 2027
	Applicants will be notified of the decision on their application for admission to the autism support class by	12 February 2027
	Applicants must confirm acceptance of an offer of admission by	26 February 2027

Failure by an applicant to accept an offer by 26th February 2027 may result in the offer being withdraw

4. Number of places being made available in the 2027/2028 school year

The number of places being made available in Mainstream Junior Infants is	38
The number of places being made available in the Mild General Learning Disability class is	4
The number of places being made available in the Autism Support Classes are	3
The number of places being made available in the Early Intervention Autism Support Class is	2