

Admission Policy – Scoil Phádraig Naofa

Admission Policy of Scoil Phádraig Naofa

Foxwood, Rochestown, Cork

Roll number: 20335T

School Patron: Bishop Fintan Gavin, Diocese of Cork & Ross

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 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 25/09/2020. 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 Scoil Phádraig Naofa 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

Scoil Phádraig Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork & Ross, Bishop Fintan Gavin.

"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:

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Phádraig Naofa 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.

Our mission statement advocates the primacy of the child in a supportive learning environment where each child is cherished. It seeks to foster the intellectual, spiritual, emotional, physical and personal development of the child. The school fosters self-esteem and respects differences, in a spirit of truth, justice, peace and love, enriched by a consciousness of its Catholic values.

3. Admission Statement

Scoil Phádraig Naofa 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 Phádraig Naofa 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.

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

Scoil Phádraig Naofa embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. The school welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this policy.

Scoil Phádraig Naofa 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 Phádraig Naofa 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.

- Pupils with special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills (DES) and the National Council for Special Education (NCSE).
- In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required the school requests that parent(s) of the pupils accepted for enrolment;
 - 1.(i) Inform the school of any special needs as early as possible and
 - 2.(ii) Ensure that copies of relevant professional reports are provided so that provision can be made for that applicant's welfare and educational progress.
- Where a report is not available and in the event that an applicant is accepted for an enrolment, a request will be made that the successful applicant be assessed immediately. Following receipt of the report, the Board of Management will assess how the school can meet the needs as specified therein.
- Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs of the child as outlined in the medical and or psychological report(s)
- The Principal may, in conjunction with the Special Educational Needs Officer (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.
- Scoil Phádraig Naofa, with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with autism, also known as an autism special class.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

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

AND

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

AND

- 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

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

An application will not be treated as being complete until all requested information has been submitted.

Please see Appendix 1

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

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:

Mainstream Criteria for Enrolment

While recognising the right of parents to seek to enrol their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of Scoil Phádraig Naofa reserves the right to determine the maximum class sizes.

Bearing in mind;

- Overall school capacity
- Availability of space in classrooms
- Maximum class sizes
- Health and safety requirements

While the maximum number of applicants that can be enrolled in Junior Infants has been decided by the Board of Management. The Board reserves the right to change this number should relevant circumstances change.

The school will admit in the following order as follows:

1. Siblings and step-siblings of currently enrolled pupils
2. Siblings and step-siblings of past pupils living within the boundaries St. Patrick's Church Pastoral Area of Douglas Parish – for parents and grandparents please see Section 7 (f)
3. Children living within the boundaries St. Patrick's Church Pastoral Area of Douglas Parish
4. Children living within the remainder of Douglas parish
5. Children of present staff members
6. Children from outside the parish – priority to the child whose home address is closest to the school (as measured in a straight line on an OS Map)

Where the applicant is the first member of the family to be enrolled the BOM requires the acceptance form to be accompanied by 2 recent original utility bills (less than 3 months old) to confirm the child's permanent address. An A4 stamped self-addressed envelope must be provided to enable the return of original documentation.

Any contact or lobbying of school personnel or Board of Management members regarding admission will disqualify an applicant.

The Primary Online Database (POD) is a nationwide individualised database of primary school pupils, facilitating the monitoring of educational progress as pupils move through the primary education system and on to post primary. The system allows schools to make online returns to the Department of Education and Skills (DES) and provides the Department with the comprehensive and in-depth information needed to develop and evaluate educational policy. The following personal information is collected for each pupil registered in the school on the Pupil On-line Database (POD). Personal Information

includes PPSN, name, Birth Certificate name, date of birth, gender, mother's Birth Surname, address including Eircode, county of residence, nationality, mother tongue and exemption from Irish if any. There are also two optional fields of data on POD. As these are considered sensitive personal information under the Data Protection Acts, they can only be recorded on POD with the explicit written consent of the pupil's parent(s) or guardian(s). The fields are as follows: Religion and Ethnic or Cultural Background. Further details on the information collected on POD including the purpose for which it is collected, the period for which it will be retained and the legal basis for its collection can be found on the Department of Education and Skills website www.education.ie On accepting an Offer parents/guardians are aware that the school is obliged to enter relevant details to POD. The POD application form is signed as part of the Offer process.

The Board of Management delegates responsibility to the school's management (Principal, Deputy Principal and Assistant Principal's) to place incoming pupils in their class groups. The school does not accept requests as to what class a pupil is placed in.

Special Class Enrolment Criteria

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

1. Pupils currently enrolled in Scoil Phádraig Naofa.
2. Siblings and step-siblings of currently enrolled pupils
3. Siblings and step-siblings of past pupils – for parents and grandparents please see Section 7 (f)
4. Children living within the boundaries St. Patrick's Church Pastoral Area of Douglas Parish
5. Children living within the remainder of Douglas parish
6. Children of present staff members
7. Children from outside the parish – priority to the child whose home address is closest to the school (as measured in a straight line on an OS Map)

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:

Mainstream Enrolment selection criteria: If the applications within categories exceed the number of places available age shall be the determining factor, whereby older children will be given priority. If, in the event that one place is available and the next two children are twins, both will be offered places.

If, during the process, two or more applicants have the same date of birth and are not siblings, then time of birth will be used, priority to the oldest will be used to fill the remaining places.

Names of unsuccessful applicants will be placed on a waiting list in accordance with the ranking determined by the above criteria.

Special Class Enrolment Selection Criteria:

If the applications within categories exceed the number of places available age shall be the determining factor, whereby older children will be given priority.

Names of unsuccessful applicants will be placed on a waiting list in accordance with the ranking determined by the above criteria.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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:
 - admission 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 the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

- (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.

8. Decisions on applications

All decisions on applications for admission to Scoil Phádraig Naofa 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

In accepting an offer of admission from Scoil Phádraig Naofa, 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 Scoil Phádraig Naofa 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.
- (v) Any contact or lobbying of school personnel or Board of Management members regarding admission will disqualify an applicant.

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 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 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 Phádraig Naofa 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 Phádraig Naofa 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. This order is re-evaluated when applications are added to the waiting list.

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. If multiple applications are received on the same date then they shall be ordered in accordance with the criteria laid out in Section 6.

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.

In a particular year, an applicant may fulfil the enrolment criteria and be offered a place. The parents of the applicant may accept this place and subsequently decide not to send their child to school that particular year. In this instance the applicant's place cannot be deferred. Instead, the applicant must reapply the following year and will be offered a place if they fulfil the enrolment criteria for that following year.

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 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 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

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:

Applicants for admission to years other than Junior infants will be considered only if there is a place available in the relevant class group. Applicants will be considered in accordance with the criteria as outlined in 6 above. (please see section 6 above which outlines criteria for enrolment)

Should a vacancy exist the applicant will be enrolled in an age appropriate class provided that;

1. The school is provided with a fully completed, signed and dated enrolment application form which is available from the school office and the school's website together with all required documentation. An Eircode must be provided as part of the applicants address for the application to be deemed complete.
2. The applicant will be requested to provide all relevant reports from the school from which the applicant proposes to transfer or the school last attended by the applicant. These include :- Annual Grade Reports, Assessments, Attendance and other reports. The Board reserves the right to make direct contact with the child's previous school regarding attendance, progress, educational and any other records or reports.
3. Failure to provide the documents referred to above will mean an application is incomplete.
4. A separate form must be completed for each applicant.
5. Acceptance by the school office of an application does not mean that same will be processed. Applications that are incomplete, not signed/dated and do not include the required documentation will not be processed.
6. Submitting inaccurate information on form or in accompanying documentation will render the application void. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case of a placement on a waiting list, it will result in removal from the waiting list.
7. Written notification of the decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided.
8. Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an admission acceptance form within 10 days. Failure to do so will result in the place being forfeited and reallocated.
9. Any contact or lobbying of school personnel or Board of Management members regarding admission will disqualify an applicant.

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

This rule applies to all schools.

The Board of Scoil Phádraig Naofa 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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:

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. 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.

APPENDIX 1

ADMISSIONS POLICY – AUTISM SPECIAL CLASS

Our Aim

Our autism special classes aim to offer an autistic specific learning environment within a mainstream national school. The setting facilitates optimum inclusion, and reverse inclusion as part of the school community with access to mainstream classrooms and activities as appropriate.

Enrolment Procedure

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

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

AND

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

AND

- 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

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

1. Initial contact is made by parents/guardians/SENO in relation to the child by completing Pre-Enrolment Form. This does not constitute confirmation of enrolment. This form must be returned within 2 weeks from the date of issue.

2. Applicants are requested to provide every report from an educational or clinical Psychologist or Psychiatrist and a multidisciplinary team or any variation thereof. These should clearly recommend that a placement in a special class in a mainstream school is suitable for the student.

3. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM IV/V or ICD-10/11) and supporting original documentation in order to be considered for enrolment in the Autism Special Class.

4. Parents/guardians will be asked to share the content and copies of any further reports obtained at a later date with the school.

5. Applications will in the first instance be reviewed by the Principal and relevant staff member/s to determine the suitability for placement of the child in the Autism Special Class at Scoil Phádraig Naofa. The school will be advised by the SENO. A recommendation will be made in relation to each application to the Board of Management of the school. The Board of Management will apply the directions of this policy and make the final decision on all applications.

6. Once this process has been completed the applicant is placed on a waiting list of applicants to enrol. Parents/guardians will be notified in writing if and when their child has secured a place.

The school application form, incorporating family details is then completed for children who have secured a place.

Return of Forms of Acceptance

Letters of offer for places in the autism special class will be issued and must be returned within two weeks of the letter of offer being issued by the school. All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not receive the acceptance form within the two week period, the place will be offered to the next child on the waiting list for that school year. Verbal acceptance of a place is insufficient.

Post Acceptance

1. Upon acceptance of an offer the parents will be invited to visit the school to meet with the Principal and relevant staff member/s. Any information requested by the parents will be provided at this meeting.

2. The parents/guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.

Alternative Placement

An alternative placement may be recommended at any time if the Board of Management, after consultation with the Principal, relevant staff member/s, parents/guardians, SENO and outside professionals agree that the placement is not appropriate.

Where a change in educational placement is required, the school, in consultation and cooperation with the parents and relevant professional agencies will support the child in exiting the school and assist where necessary/possible in sourcing an alternative placement.

Any student enrolled in Scoil Phádraig Naofa Autism Special Class can with parental approval unenroll from the Autism Special Class and remain as a student in Scoil Phádraig Naofa, following consultation with Principal, relevant staff member/s, parents outside professionals and SENO.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy.

Ratified by Board of Management on **12/02/2026**

Review Date: This policy will be reviewed annually by the Board of Management at the first meeting of the new school year.

Signed

Frances O'Mahony

Chairperson BOM