

# Scoil na mBuachaillí, Cloch na gCoillte



## Admission Policy

Admission Policy of Scoil na mBuachaillí, Clonakilty, Co. Cork

Roll number: 20022v

School Patron: Bishop of Cork and 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 September 28<sup>th</sup>, 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 na mBuachaillí** 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

#### MISSION STATEMENT

Scoil na mBuachaillí, Cloch na gCoillte has a Catholic Ethos, promotes Irish language and culture, is caring-centred and respects different colours, creeds and intellect.

Every pupil is encouraged to achieve his full potential – socially, personally and intellectually – in a happy, secure learning environment.

The discipline in our school encourages and fosters respect and self-esteem among the pupils.

We endeavour to develop supportive and open communication among pupils, teachers, parents, Board of Management and the community.

We aim to have a staff that will continue to be committed, progressive and creative.

# Scoil na mBuachaillí, Cloch na gCoillte



## Admission Statement

**Scoil na mBuachaillí** 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 na mBuachaillí** is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school. *However girls may and do attend the Special Classes.*

**Scoil na mBuachaillí** 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.

**Scoil na mBuachaillí** 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 a student a person who is not and it is proved that the refusal is essential to maintain the ethos of the school.

### **Schools with special education class(es)**

**Scoil na mBuachaillí** is a school which has established two classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister – ASD - and may refuse to admit to the class a student who does not have the category of needs specified.



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

#### In the case of a mainstream school with a SEN class attached

**Scoil na mBuachaillí** with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

### 4. Cooperation with NCSE

Scoil na mBuachaillí will cooperate with the NCSE in the performance by the council of its 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 requested to do so by the council.

Scoil na mBuachaillí 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

**Scoil na mBuachaillí** 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

#### **A school that admits students of one gender only**

**Scoil na mBuachaillí** provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school. *However girls may and do attend the Special Classes.*

#### **School with special education class(es)**

The special classes attached to **Scoil na mBuachaillí** provides an education exclusively for students with **ASD** and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

# Scoil na mBuachaillí, Cloch na gCoillte



Parents wishing to enroll their child in the Special Classes (ASD) must present a psychological report to the school. This report must include:

1. A diagnosis of Autism that meets D.S.M. 1V & V OR I.C.D 10 criteria by a multi-disciplinary team and must be recent.
2. A recommendation for a placement in an A.S.D. class attached to a mainstream school by the diagnosing professional.

The Board of Management will then consider the application and notify the parents accordingly.

## **Points to note:**

- A child shall not be admitted if behaviour is such that she/he is a danger to herself/himself and /or others.
- If the professional reports state that the *child is not suitable for enrolment in a Special Class*, this advice may be followed and the enrolment will not proceed.
- All relevant reports and assessments must accompany application to enrol form including O.T. or Speech and Language report, if relevant. Where there is insufficient information provided about a child, the Board of Management may not be able to make a decision.
- Parents / guardians of prospective candidates must meet Principal prior to enrolment. The Special Needs Coordinator and Special Class teacher may also meet with the parents / guardians, though not always.
- The Board of Management reserves the right to take into account any other criteria they deem relevant.

## **5. a Oversubscription in the mainstream classes**

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 present and past pupils of the school.
2. Children living within the mainstream school catchment area.
3. Children of staff members.
4. Parents or grandparents of a student having attended the school.
5. Children in the wider catchment area.



## 6. b Oversubscription in Special Classes

The Special Classes operates a maximum class size of **six pupils**. One teacher and two S.N.A.s will work in each Special Class (the ratio is as follows: 1 SNA: 3 children, 2 SNAs 4-6 children).

Should the number of applicants exceed the number of places a **waiting list** is put in place.

The following non-exhaustive list of **criteria** will apply in priority order:

1. Children attending our mainstream school already – priority to the eldest applicant.
2. Siblings of present and past pupils of the school - priority to the eldest applicant.
3. Children living within the mainstream school catchment area – priority to the eldest applicant.
4. Children of staff members – priority to the eldest applicant.
5. Children in the wider catchment area.

If spaces are still available, places will be allocated as per **waiting list**, once an assessment has been made by the Board of Management.

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:

- All things being equal it will be determined by lot.

## 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, other than in relation to a student's prior attendance at - an early intervention class,
- (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.

# Scoil na mBuachaillí, Cloch na gCoillte



- (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 criteria based on (1) siblings of a student attending or having attended the school and (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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to **Scoil na mBuachaillí** 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 15 below in relation to applications received outside of the admissions period and section 16 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** (either by email or by post) 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 na mBuachaillí**, 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 na mBuachaillí** 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 certain information between schools in order to facilitate the efficient admission of students.



## 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 na mBuachaillí** 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 na mBuachaillí** 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.

## 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:

- It will be decided on the number of spaces available in the school at the time of the application. Class size will also be taken into account.

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:

- It will be decided on the number of spaces available in the school at the time of the application. Class size will also be taken into account.

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

This rule applies to all schools.

The board of **Scoil na mBuachaillí** 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 who 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. As Religious Instruction takes place at the same time usually in all classes, the student will remain in his own classroom.
- b. Work will be prescribed for the duration of the lesson.
- c. If the entire school are going to the church the student will also attend, to ensure adequate supervision for these students.
- d. If a class is going to the church e.g. to practise for Sacrament of Holy Communion, the student(s) will be placed in a different classroom.
- e. During prayers all students will be expected to stand.

## 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 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.

# Scoil na mBuachaillí, Cloch na gCoillte



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.