



Admissions Policy

Approved by Board of Management: 8th September 2025

Next policy review date: September 2026



Admission Policy of Scoil Réalt na Mara, Cromane

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 03rd October 2025. 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 Réalt na Mara'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

Scoil Réalt na Mara, Cromane is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Kerry.

"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:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and

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

(d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Réalt na Mara, Cromane 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.

Here follows details of our mission statement and general objectives of the school:

Our mission at Scoil Réalt na Mara, Cromane, is to provide a high-quality, holistic education through the Primary School Curriculum that empowers every child to thrive academically, physically, socially, emotionally and morally. We are committed to innovative teaching practices, a strong focus on well-being, cultivating a sense of belonging and respect for diversity.

The Catholic ethos of the school ensures that the spiritual and moral welfare of the children is nurtured during their formative years. We help them appreciate their unique worth and dignity, fostering in them respect for themselves, for others and for their environment.

At Scoil Réalt na Mara, we are dedicated to creating an inclusive school where all children, including the children in our Autism Classes, receive the support they need to reach their full potential. Our Autism Classes provide a structured, nurturing environment that promotes learning, independence and meaningful participation in school life. We prioritise the well-being of all students and are committed to ensuring that children with additional needs receive exceptional care, tailored learning opportunities and access to a fully inclusive school experience.

Scoil Réalt na Mara encourages our pupils to respect diversity, be environmentally aware and develop an appreciation of our global community.

We recognise that parents are the primary educators of their children, and our school works in close partnership with families to support their child's learning journey. We value strong home-school collaboration and actively encourage parental involvement through open communication and participation in the Parents' Association.

Through staff development programmes, we strive to promote the professional and personal growth of our team, ensuring the highest standards of education and care for our pupils.

The Board of Management collaborates closely with the principal to support the needs of both staff and children, now and in the future.

3. Admission Statement

Scoil Réalt na Mara, Cromane, 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 Réalt na Mara 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 Réalt na Mara 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.

Scoil Réalt na Mara 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: The inclusion of the above wording was mandated by the Education (Admissions to Schools) Act 2018

Scoil Réalt na Mara, is a school which has established a class, with the approval of the Minister for Education and Youth, which provides an education exclusively for students with Autism and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the School/ Special Class

Scoil Réalt na Mara, Cromane, with the approval of the Minister for Education, has established classes to provide an education exclusively for students with Autism.

Pupils applying for a place in our Autism classes must have a diagnosis of Autism and a recommendation for placement in an Autism Class from a Multi-Disciplinary team.

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:

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

AND

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

AND

3. Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

4. 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*.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a. the school is oversubscribed (please see section 6 below for further details)
- b. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c. the special class attached to Scoil Réalt na Mara, Cromane, provides an education exclusively for students with Autism 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 Réalt na Mara is a Catholic school and may refuse to admit as a student a person who is not of (specify denomination) where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Scoil Réalt na Mara provides an education exclusively for students with Autism 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.

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:

Priority will be given to the following:

- a. Brothers & Sisters (including step-siblings, or foster children resident at same address) of children already enrolled – priority to eldest.
- b. Children living within the Parish (priority to the eldest)
- c. Children whose home address is closest to the school (as measured by google maps) if the child is normally resident outside the parish/agreed catchment area (Priority to the eldest)

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:

- Pupils who live closer to Scoil Réalt na Mara than any other school.

Enrolment in our Special classes:

Enrolment to our Special classes will take the following order of priority:

- a. Children who are already pupils of Scoil Réalt na Mara, for whom the NCSE has confirmed that they are eligible for a place in the special class.
- b. Brothers & Sisters (including step-siblings, or foster children resident at same address) of children already enrolled – priority based on need and ability to integrate into a mainstream class
- c. Children who are residents within the Parish whose home address is closest to the school (as measured by google maps)
- d. Children whose home address is closest to the school (as measured by google maps) if the child is normally resident outside the parish/ agreed catchment area

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:

Where two or more students tie for a place in any category listed above, a lottery will apply. This will be witnessed by a member of the Board of Management and our Parish Priest.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (g) the date and time on which an application for admission was received by the school,

This is subject to the 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 2026 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Réalt na Mara, Cromane, 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 Réalt na Mara, Cromane, 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 Réalt na Mara, Cromane, 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. Section 66(6) allows a board to provide a patron or another board of management with a list of the students in relation to whom—

- (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 Réalt na Mara, Cromane, 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 Réalt na Mara, Cromane, 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.

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.

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 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:

Applications to classes other than the school's intake group should follow the application procedure as set out for the Junior Infant intake group.

Parents should

1. Request an Application for Admission Form from the school office by phoning 066-9769331,
2. Email info@cromanens.com to request an Application for Admission Form
3. Download the Application for Admission Form from our website www.cromanens.com

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:

Parents should

4. Request an Application for Admission Form from the school office by phoning 066-9769331,
5. Email info@cromanens.com to request an Application for Admission Form
6. Download the Application for Admission Form from our website www.cromanens.com

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

The Board of Management of Scoil Réalt na Mara, Cromane, or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents 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:

1. The pupils will remain within the classroom, following an educationally appropriate activity. Homework may not be completed during this time.
2. If the child is in receipt of Special Educational Needs instruction by withdrawal, every effort will be made to withdraw the child during Religious Instruction time.

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.

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.

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.

The policy was ratified by the Board of Management of Scoil Réalt na Mara, Cromane on 8th September 2025.

Signed: _____ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.