

Carlow National School

Church of Ireland National School

Green Road, Carlow, Co. Carlow

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Admission Policy:

Admission Policy of Carlow NS

School Address: Green Road, Carlow. R93 A504

Roll number: 18615N

School Patron/s: The Church of Ireland Bishop of Cashel, Ferns & Ossory

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 in August 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

This policy was reviewed during July/August 2024 and now includes provision for admission to special classes for pupils on the Autistic Spectrum.

The relevant dates and timelines for **Carlow NS** 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. An Ethos Statement and copy of the Code of Behaviour will be available on the school's website in advance of the Admissions Application period and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school:

Carlow NS is a co-educational primary school with a Church of Ireland ethos under the patronage of the Church of Ireland Bishop of Cashel, Ferns & Ossory.

“Church of Ireland/Anglican” ethos in the context of a Church of Ireland primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, the Church of Ireland School encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Carlow NS 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

Mission Statement:

1. The School endeavours to be a place where all pupils are valued and respected equally, regardless of gender, social background, family circumstances, physical characteristics or educational attainment. It also seeks to nurture and develop the physical, social and academic skills of its pupils.
2. The School aims to carry out its daily work in an atmosphere of mutual respect between staff and pupils and of tolerance for all cultural, political and religious differences.
3. The School aims to promote such moral values as self-control, honesty, justice, sensitivity to others and good citizenship.
4. The school facilitates and encourages the active involvement of parents in our Parents ‘Group.
5. The school is part of the local Church of Ireland community. The spiritual development of its pupils is encouraged through religious instruction, the holding of regular assemblies and attendance at special church services. Also, at the discretion of the Rector, the local Methodist minister may be encouraged to contribute to the spiritual life of the school in an appropriate way.
6. The teaching of Scripture, as understood by the Church of Ireland, informs the position taken by the School on sensitive moral issues.

3. Admission Statement:

Carlow NS 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.

Carlow NS 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.

Carlow NS 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.

Primary schools receiving applications from applicants of a minority religion:

Carlow NS 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.

All denominational schools:

Carlow NS 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 Church of Ireland / Anglican and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with Special Education class (es):

Carlow NS is a school which has established two special classes, with the approval of the Minister for Education and Youth, which provides 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 Educational Needs catered for in the school/special class:

Schools with Special Education Classes:

Children and young people are eligible for enrolment in a special class School with a definite diagnosis of Autism (A.S.D) in line with DSM IV/V OR ICD10/11 when the following is provided in support of such an application:

Each child must have a professional report(s) outlining: *updated as per circular 0039/2025*

- A definite diagnosis of Autism (A.S.D) in line with DSM IV/V OR ICD10/11.
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

5. Admission of Students:

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

- a. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000,
- b. 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

All denominational schools

Carlow National School is a Church of Ireland/Anglican School and may refuse to admit as a student a person who is not of Church of Ireland/Anglican denomination where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special classes attached to Carlow National School provides an education exclusively for students with a definite diagnosis of Autism (A.S.D) in line with DSM IV/V OR ICD10/11 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.

All denominational schools:

Carlow NS is a Church of Ireland / Anglican school and may refuse to admit as a student a person who is not of Church of Ireland / Anglican denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Carlow National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (c), as follows:

(a) Priority Category 1:

An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school (*As defined in Section*

7(A)(2) of the Equal Status Act) and who lives ***within the boundary of St. Mary's, Staplestown and Urglin Union of Parishes***/ lives within **15km** radius of the school (as determined by Google maps) /has access to the School Transport Scheme for the school.

(b) Priority Category 2:

An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school (*As defined in Section 7(A)(2) of the Equal Status Act*) and who lives within the ***boundary of Castledermot and Killeshin Union of parishes*** / lives within **15km** radius of the school (as determined by Google maps road) /has access to the School Transport Scheme for the school.

(c) Priority Category 3:

Applicant students who are siblings of pupils already enrolled in the school in the school year in which they are applying.

(d) Priority Category 4:

An Applicant Student who lives within **15km** radius (as determined by Google maps road) of the school and who complies with the terms of this Policy

(d) Priority Category 4:

All other Applicant Students who comply with the terms of this Policy

In respect of Priority category 1 and 2 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

(i) a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

and

- (ii) evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of: -
- a letter from the relevant religious leader confirming, that the Applicant Student is a member of the minority religion or
 - the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the minority religion

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:

- It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students, who have siblings currently enrolled in the school (“Sibling Applicant Students”).
- Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students i) priority will be given to the oldest child ii) if two children have the same date of birth, priority will be given to the oldest child based on time of birth as stated on their birth certificate.
- Where the number of Sibling Applicant Students in such priority category *does not* exceed the number places available, the remaining places in this category will be allocated as follows; i) priority will be given to the oldest child ii) if two children have the same date of birth, priority will be given to the oldest child based on time of birth as stated on their birth certificate
- Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category.
- Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category.

Oversubscription to Special Classes:

Places in the Special Classes, as and when they become available, will be allocated in **line with the criteria as set out in Section 4, 5 and 6 above.**

In the event that they 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:

- Priority will be given to the oldest child;
- If two children have the same date of birth, priority will be given to the oldest child based on time of birth as stated on their birth certificate.
- A waiting list will be applied for any vacancies in the special class arising in the school year in question only. ***(as per circular 0039/2025)***
- Late applications for the special class will be added to the bottom of the waiting list. ***(as per circular 0039/2025)***

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—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (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) a special school or (b) 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 and/or

- (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 siblings of a student attending or having attended the school. (as outlined in Section 6 above)
- (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 **Carlow NS** 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 **Carlow NS**, parents/guardians 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 **Carlow NS** 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 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 **Carlow NS** 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 **Carlow NS** 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.

Applicant students 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. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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:

1. Applicants for Admission to the school for places in Senior Infants to 6th Class, must be made using the school's standard Application for Admission Form.
2. A pupil who leaves the school and who has been removed from the Primary Online Database (POD) and the school roll and who subsequently wants to return to the school, must reapply for a place in the school using the standard Application for Admission Form.
3. 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.
4. Applicant students will be offered a place in the relevant class if a place is available.
5. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications.
6. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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:

1. Applicants for Admission to the school during the school year, must be made using the school's standard Application for Admission Form.
2. A pupil who leaves the school and who has been removed from the Primary Online Database (POD) and the school roll and who subsequently wants to return to the school, must reapply for a place in the school using the standard Application for Admission Form.
3. 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.
4. Applicant students 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 student will be added to the waiting list in accordance with Section 13 of this policy.

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

The board of **Carlow NS** 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 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)/guardians 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/guardian 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 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.

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 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.

This Admission Policy was approved by the Patron; Bishop Adrian Wilkinson date

Ratified by the BOM of Carlow NS on date

Signed:

Robert Kidd
Chairperson, BOM

Reviewed by BOM during August 2025

Signed:

Robert Kidd
Chairperson,
Robert Kidd