

**Admission Policy**

**School Patron: Bishop of Waterford and Lismore Diocese**

## **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 December **2022** and will be reviewed annually**.** 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 Glenbeg 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.

## **Characteristic spirit and general objectives of the school**

Glenbeg NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore Diocese.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Glenbeg 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:**

Our school motto is ***Tús Maith Leath na hOibre***. We endeavour to provide a positive, safe and welcoming atmosphere in our school in which all the school community (pupils, parents and staff) feel valued, cared for and enabled to reach their full potential.

**Aim:**

This policy aims to provide a clear framework for admission applications so that all parties understand the procedures and criteria involved. This framework should ensure that all applications are dealt with in a fair, transparent and consistent manner.

## **Admission Statement**

Glenbeg NS will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

| **All denominational schools**  Glenbeg 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.  **Schools with special education classes**  Glenbeg NS is a school which has established 2 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 and may refuse to admit to the class a student who does not have the category of needs specified.  **Glenbeg 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.  **Glenbeg 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. |
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## **Categories of Special Educational Needs catered for in the school/special class**

| Glenbeg NS with the approval of the Minister for Education and Skills, has established 2 classes to provide an education exclusively for students with ASD. |
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## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_gjdgxs) below for further details)
2. 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

| **All denominational schools**  Glenbeg NS is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.  **School with special education class(es)**  The special class attached to Glenbeg NS 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.  **Application Procedure** *(available on our website www.glenbegnationalschool.ie):*   * Admissions/Enrolment takes place in **January** of each year – please see Admission Notice on our website [www.glenbegnationalschool.ie](http://www.glenbegnationalschool.ie) for ways to access Short Application Form. The closing date for applications is **31st January @ 12.00 noon annually**. * Admissions/Enrolment is by way of written application only. All applicable areas of the initial application form must be completed in full. Every assistance will be given to parents/guardians who may have literacy difficulties or language difficulties when the form is being completed. * All completed Admissions/Enrolment Application forms must be accompanied by: * An original Birth/Adoption Certificate (Each pupil is enrolled with the name which appears on their birth certificate) * Proof of present address in the form of a current utility bill. Acceptable utility bills are: gas, water, electricity within one month of date of application. * It is the responsibility of each parent/guardian to ensure that all necessary documentation requested by the school accompanies their application. **Incomplete applications will not be considered and will be returned.** * Completed forms should be returned to The Principal, Glenbeg NS, Dungarvan, Co.Waterford. All envelopes should be clearly marked ‘Admissions/Enrolment Application’. * All applicants for Junior Infants must reach four years of age before the start of the school year in which they wish to enrol. For example: a child starting in September 2024 must reach four years of age before 1st September 2024. Any child who has not reached his/her fourth birthday **cannot** be enrolled at any time. Admission of Junior Infants normally takes place on the first day of the academic year. * Parents can register their interest in enrolling their child in Glenbeg NS in advance should they wish to do so. It is important to note that this is a register of interest only and does not constitute a valid application.   **Completion of an application form does not guarantee a placement in the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not deemed enrolment applications.** |
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## **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:

| **Selection criteria:**  Should the number of children seeking admission in junior infants exceed the places available in the year they wish to enrol priority will be given according to the following criteria:  1. Children who live in the Glenbeg NS catchment area. (Appendix 1)  2. Children who have, or have had, siblings in the school.  3. Children of staff in the school.  4. Children of parents/guardians who are past pupils of the school.  5. Any remaining applicants: if there are still places available, admission will be filled on an age basis ie. priority to the oldest child and so on until admission is full.   * While recognising the right of parents to enrol their child/children in the school of their choice, the Board of Management is also responsible to respect the rights of the existing school community and, in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and health and safety. Acting in the best interests of all children, the Board reserves the right to determine the maximum number of children in each separate classroom, bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:  1. Capacity of site services and safe parking 2. Size of / available space in classrooms/school 3. Multi-grade classes  * The Board of Management has decided, based on Health and Safety grounds, the location of the school, capacity of the existing site services, safe parking and meaningful integration of the children from the ASD classes into mainstream classes not to extend Glenbeg NS further, nor accept any prefabs due to an increased admission (subject to the completion of the current development project). Therefore, the school will operate as a six mainstream classroom school with 2 ASD special classes.   **Admission of children with Special Needs/Disabilities:**  The school adopts a policy of inclusivity with reference to children with special needs. The following procedure will be adhered to, along with application to enrol:   * A copy of the child’s psychological report or other relevant reports will be submitted if such are available. If not available, parents/guardians will arrange for the child to be assessed as soon as is practicable. Assistance will be given to support parents/guardians in this process. The purpose of these assessments is to assist the school in establishing the needs of the child and to ascertain the level of support required i.e. special furniture, structural changes, Special Needs Assistant, Audio/Visual equipment, I.C.T., Special Education Teacher etc. * A letter or report from the child’s doctor/specialist may be required. This may also involve appropriate information from other agencies involved in the child’s care or support of the family. * The Principal, Class Teacher and Special Education Teacher may meet with the parents/guardians to discuss the child’s needs and the school’s capacity to meet those needs. Every help will be given to support parents/guardians of children with special needs. * In exceptional circumstances, it may be necessary to recommend temporary deferral of admission pending the receipt of an assessment (or other) report and the provision of the appropriate resources by the Department of Education and Skills to meet the needs specified in the report(s) particularly if said admission constitutes ‘Health and Safety’ concerns for the school authorities and parents/guardians.   **Admission of children in Glenbeg NS ASD Special Class:**  The process of application begins with:   * A referral from the Autism team or a telephone call/visit from the parents. The call/visit will be filed and the child will be placed on a list of applicants. * Parents must undergo the procedures for Admission to Glenbeg NS as outlined in Section 1-6 above this also includes if oversubscription occurs in the class. * Once children meet the school’s criteria they will be placed on the school Waiting List for the ASD class subject to receiving confirmation from the SENO re eligibility for the ASD class. * A child who is seeking/awaiting a diagnosis of ASD cannot precede a child with a diagnosis on the Waiting list. * The NCSE application for eligibility to ASD special class must be accompanied by an up-to-date educational psychological assessment and diagnostic report. * Once confirmation has been received from the SENO re: eligibility for the ASD class, the child will be offered a place in the ASD class. * If the SENO deems the child ineligible, further information may be required. 10 days will be given to acquire this information. Failure to comply in time will deem an application incomplete. * If the school authorities and relevant professionals, in consultation with the parents/guardians, feel the child’s placement in Glenbeg NS is not appropriate an alternative placement will be recommended. * In consultation with the class teacher, principal, relevant professionals and parents/guardians an annual review will take place to ensure the continued suitability of placement of the children in the ASD class. * Under guidelines from the DES the maximum class size is 6 pupils.   **Admission Criteria:**  The following criteria are in-line with the Department of Education and Skills Guidelines;   * The child must have a definitive diagnosis of Autistic Spectrum Disorder (DSM IV/V or ICD 10) from a relevant professional ie psychologist or psychiatrist. * The child must have a current recommendation from a relevant professional for admission in a ASD special class in a primary school setting. * The use of the term **’would benefit’** will not suffice in this case. * The recommendation must clearly state primary school **not** pre-school. * The report/recommendation must clearly state that the child has complex or severe learning needs that require the support of a special class and the reasons why this is the case. * Professional reports/recommendations must meet the DES requirements for ASD (DSM IV/V or ICD-10) * All reports/recommendations must be current and relevant (within the year) to the time of pupil’s transition to a special class placement. |
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In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

| * The space will be filled in line with the above criteria from applicants on an age basis ie. Priority to the next oldest child and so on until class is full. * The remaining applicants will be placed on a waiting list for junior infants. * Where a child is entitled to admission to the school but a suitable place is unavailable, their parents can make a written request to have their child’s name placed on a class waiting list. It should be noted that a child’s place on this list is subject to the school’s criteria for acceptance should further applications be received. |
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## **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:   1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school; 3. 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.     1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 3. 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/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 these criteria to a maximum of 25% of the available spaces as set out in the school’s annual Admission Notice).   1. 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. |
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## **Decisions on applications**

All decisions on applications for admission/enrolment to Glenbeg 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 1**](#_1fob9te)**4** below in relation to applications received outside of the admissions period and [**section 15**](#_3znysh7)  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.

## **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. Parents will then be asked to complete the full Admissions Form once a place has been offered.

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**](#_2et92p0) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Glenbeg NS, you must:

(i) complete the full Admissions Form & return within 7 days of the date of offer.

(ii) indicate 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

(iii) indicate whether or not you have applied for and are 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.

## **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 Glenbeg NS where:

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [**section 10**](#_30j0zll) above.

## **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).

## **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 Glenbeg 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 Glenbeg 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.

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.

## **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 a 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.

## **Procedures for admission of students to other years and during the school year**

| The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows:   * Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, the Management Board’s policy on Health & Safety and all relevant School policies. * In the case of such pupils, an admission application form must be completed and returned with an original birth certificate and proof of address. Parents/guardians should ensure that the Education section of the application form has been completed in full, stamped by the child’s current school and signed by the Principal of the school. * Our school will contact the former school to ensure information supplied is accurate. |
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| 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:   * Normally transfers are only considered for the start of each new term. * In the event of children seeking admission in any given class/standard exceeding the number of places available preceding or during the school year their parents can request in writing to have their child placed on a class waiting list. Parents will be contacted if a place becomes available. It should be noted that a child’s place on this list is subject to the school’s criteria for acceptance should further applications be received. |
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## **Declaration in relation to the non-charging of fees**

This rule applies to **all** schools.

The Board of Management of Glenbeg NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

1. an application for admission of a student to the school, or
2. the admission or continued admission of a student in the school.

## **Arrangements regarding students not attending religious instruction**

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

| The following are the schools’ arrangements for students, where the parent 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 Glenbeg NS. 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.  Due to limited resources children not partaking in religious instruction cannot be removed from the classroom during religion class. However, accommodations for the child(ren) will be made within the classroom setting. |
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## **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 parent has 3 weeks from when the letter of refusal was issued by the school to request a review by the Board.

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…..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.

**Review:**

This Admissions Policy may be reviewed and amended annually by the Board of Management. The next scheduled review date is **October 2024.**

**Ratification:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1

**TOWNSLANDS**

* Ballintaylor
* Ballinure
* Ballycullane
* Ballyguiry
* Boherard
* Carrowncashlane
* Coolnagour
* Crussera
* Glenbeg
* Glenmore
* Killongford
* Kilmurray
* Kilnafarna
* Kilossera
* Lackenfune
* Lisfennel
* Newtown
* Shanakill
* Twomilebridge
* Windgap