

Admission Policy of Scoil Niocláis

School Address: Frankfield, Grange, Cork

Roll number: 20106E

School Patron: Catholic Bishop of Diocese 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 _____. 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 Niocláis 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 Niocláis is a co-educational, Catholic primary school which strives to provide a well-ordered, caring, happy and secure atmosphere for its pupils. The school motto is: Doras Feasa Fiafraí- The Road To Learning is Enquiry.

Scoil Niocláis is under the patronage of the Catholic Bishop of the Diocese of Cork and Ross. As a Roman Catholic School, the aim of the school is to promote the full and harmonious

development of all pupils: intellectual, physical, cultural, moral and spiritual development including a living relationship with God. The school models and promotes a philosophy of life inspired by belief in God, and in the life, death and resurrection of Jesus Christ. As a Catholic School, we provide religious education in accordance with the doctrines, beliefs and practices of the Catholic Church.

While Scoil Niocláis is a school with a Catholic ethos, it also accords due recognition to all other religions. We recognise that some children in our school have other beliefs, religions and ways of life of people of all faiths and of none.

Aims

We, in Scoil Niocláis, endeavour to nurture the self esteem of all within our school. We aim to create an environment where all are free to question and encouraged to think, where our children will learn and grow in honesty, respect and faith.

Scoil Niocláis welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and inclusive education. Each year, the Board of Management has to decide in advance the number of Junior Infants for whom the school can provide an appropriate education, having regard to facilities, personnel, buildings and resources.

General Information: Scoil Náisiúnta Naomh Nioclás

Address: Frankfield-Grange, Cork City

Contact us: 021-4899567/ e-mail: scoilnioclaisfrankfield@gmail.com

Website: www.scoilnioclais.ie

Founded in 2000, Scoil Niocláis caters for children from Junior Infants to 6th class and depends on grants and teacher resources provided by the Department of Education and Skills (DES). It is an inclusive school and caters for children of differing abilities. Scoil Niocláis has predominantly single stream mainstream classes and will form one special class for children diagnosed with Autism Spectrum Disorder (ASD) August 2021. The staffing schedule is decided on by the Department of Education and Skills and communicated to the Board of Management annually. Special Needs Assistants are assigned to the school by the DES and enable the inclusion of certain children with special needs.

Scoil Niocláis follows the curricular programmes laid down by the Department of Education and Skills.

Scoil Niocláis operates under the Rules for National Schools and Departmental Circulars and is funded by grants. Staffing is resourced by the Department of Education and Skills. The school is subject to The Education Act (2000), The Education for Persons with Special Education Needs Act (2004) equality law and all other relevant legislation.

3. Admission Statement

Scoil Niocláis 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 Niocláis 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 of the Roman Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Niocláis, with the approval of the Minister of Education and Skills, will establish a Special Class for children diagnosed with Autism Spectrum Disorder (August 2021) to provide an education exclusively for students with autism spectrum disorder and may refuse to admit to that class any student who does not have the category of needs specified.

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

Scoil Niocláis, with the approval of the Minister for Education and Skills, will establish a class (August 2021) to provide an education exclusively for students with Autism Spectrum Disorder.

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

Scoil Niocláis is a school with a Roman Catholic Ethos and may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

The Special Class attached to Scoil Niocláis provides an education exclusively for students with Autism Spectrum Disorder. 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. A.

Oversubscription in the school

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:

- a. Siblings of present pupils including step siblings, children of a couple in a second partnership resident at the same address and children fostered by parents or guardians of children currently attending Scoil Niocláis who are 4 years of age on or before September 1st of the year of admission
- b. Siblings of past pupils who are 4 years of age on or before September 1st of the year of admission
- c. Children from the Parish of Frankfield – Grange who are 4 years of age on or before September 1st of the year of admission
- d. Children of current staff members who are 4 years of age on or before September 1st of the year of admission
- e. Children from outside of the Parish of Frankfield – Grange who are 4 years of age on or before September 1st of the year of admission
- f. Late Applicants who are 4 years of age on or before September 1st of the year of admission

In the event of the number of applications exceeding the number of places available, priority will be given to the eldest children. Where two children are born on the same day priority will be given to the child who lives nearest to the school. Distance from the family home to the school will be measured on google maps by inputting the eircodes of the family home and that of Scoil Niocláis (T12HD86)

6.B.

Oversubscription for the Special Class for pupils with a diagnosis of Autism Spectrum Disorder

In the event that the Special Class for pupils with a diagnosis of Autism Spectrum Disorder 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 and are accompanied by a professional report with a recommendation for an ASD Special Class Placement:

:

1. The applicant is already enrolled in Scoil Niocláis in another class.
2. The applicant has siblings attending the school (including step siblings, children of a couple in a second partnership resident at the same address and children fostered by parents or guardians of children currently attending Scoil Niocláis who are four years of age on or before September the first on the year of admission).
3. Siblings of past pupils who are four years old, on or before the first of September on the year of admission.
4. Applicant lives within the catchment area of the school and is four years old, on or before the first of September on the year of admission.
5. The applicant is the child of a current staff member and is four years old on or before the first of September on the year of admission.
6. Children from outside the catchment area of Scoil Niocláis who are four years old on or before the first of September on the year of admission.

These criteria for the Special Class for pupils with a diagnosis of Autism Spectrum Disorder are explained in greater detail below;

- **Criterion 1)** Children with an ASD diagnosis currently enrolled in the school.

If the number of applicants in category 1 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered in this order:

1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.

2) Length of time waiting for enrolment.

- **Criterion 2)** Children with an ASD diagnosis who have siblings already attending the school.

If the number of applicants in category 2 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered in this order:

1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.

2) Length of time waiting for enrolment.

3) Distance from the family home to the school as measured on google maps, by inputting the eircodes of the family home and that of Scoil Niocláis (T12HD86)

- **Criterion 3)** Children with an ASD diagnosis who are siblings of past pupils

If the number of applicants in category 3 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered in this order:

1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.

2) Length of time waiting for enrolment.

3) Distance from the family home to the school as measured on google maps by inputting the eircodes of the family home and that of Scoil Niocláis (T12HD86)

- **Criterion 4)** Children with an ASD diagnosis who live within the catchment area of the school

If the number of applicants in category 4 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered in this order:

1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.

2) Length of time waiting for enrolment.

3) Distance from the family home to the school as measured on google maps, by inputting the eircodes of the family home and that of Scoil Niocláis (T12HD86)

Criterion 5) Children with an ASD diagnosis who are the children of a current staff member.

If the number of applicants in category 5 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:

1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.

2) Length of time waiting for enrolment.

3) Distance from the family home to the school as measured on google maps, by inputting the eircodes of the family home and that of Scoil Niocláis (T12HD86)

- **Criterion 6)** Children with an ASD diagnosis from outside the catchment area of Scoil Niocláis

If the number of applicants in category 6 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:

- 1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.*
- 2) Length of time waiting for enrolment.*
- 3) Distance from the family home to the school as measured on google maps by inputting the eircodes of the family home and that of Scoil Niocláis (T12HD86)*

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: other than siblings of a student attending or having 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 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Niocláis will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 Niocláis, 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 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.

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 Niocláis 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 others

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 Niocláis 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 Niocláis 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:

Scoil Niocláis admits each student seeking admission to classes or years other than the school's intake group except where

- The specific class sought is over subscribed.
- There is non compliance with the requirements of our admissions policy
- 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.

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:

Scoil Niocláis admits each student seeking admission to classes or years other than the school's intake group except where

- The specific class sought is over subscribed.
- There is non compliance with the requirements of our Admissions Policy
- 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.

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

This rule applies to all schools.

The Board of Scoil Niocláis 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:

Pupils work independently in their classroom on silent reading or may do project/written work as assigned by the class teacher.

When the class attends external religious instruction, celebrations or events these pupils will work independently under the supervision of a teacher on the staff of Scoil Niocláis

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.

In Scoil Niocláis such a request must be submitted in writing within three weeks from date of receipt of refusal.

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.

In Scoil Niocláis such a request must be submitted in writing within three weeks from the date of receipt of refusal.

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.

In Scoil Niocláis such a request must be submitted in writing within three weeks from the date of receipt of refusal

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

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.

This Policy was reviewed and ratified by the Board of Management of Scoil Niocláis on Feabrairy 4th 2021

Fr. Kevin O' Regan

Chairperson

Sheelagh O' Leary

Principal