Claremorris National School

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# Admissions Policy

**Patron: Archbishop of Tuam Francis Duffy**

## 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 drafted in July 2024 in anticipation of the amalgamation and was subsequently reviewed and ratified by the Board of Management. 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 Claremorris National School'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 link to apply for a place in our school is published on the school's website.

## 2. Characteristic Spirit and General Objectives of the School

Claremorris National School is a co-educational school with a Catholic ethos under the patronage of the Archbishop of Tuam. As a Roman Catholic school, Claremorris National School aims to provide a holistic education for all of our pupils. We aim to provide this education in cooperation with staff, pupils, parents, management and the wider school community. Our school promotes:

- Inclusivity; particularly with reference to the enrolment of pupils with additional needs.
- Diversity; of values, beliefs , traditions, languages, and ways of life.
- Respect; for all.

"Catholic Ethos" in the context of Claremorris National School, as 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, including the intellectual physical cultural moral and spiritual aspects; and
(b) a living relationship with God and with other people; 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 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 Claremorris National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

## 3. Admission Statement

Claremorris National School 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

- Claremorris National School 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.
- Claremorris National School 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.
- Claremorris National School is a school which has established a class, with the approval of the Minister for Education, 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 : Autism class

Claremorris National School, with approval of the Minister for Education, has established a class to provide an education exclusively for students with Autism and complex needs.

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:

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

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 –

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

Claremorris Primary School is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The Autism class attached to Claremorris National School provides an education exclusively for students with Autism and complex needs 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:

1. Date of birth (Priority eldest)

2. Siblings of students currently attending the school

3. Children living in the local catchment area
*Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. electricity, or water.*

4. Children of staff members

5. Children, grandchildren or siblings of former students of the school (See 8f)

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 Board of Management will apply the selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the Board will draw lots between these tied applicants for the last place, which will be independently verified. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

## 7. Selection Criteria - Autism Class

1. Children with a diagnosis of Autism and complex needs, who have an Autism class recommendation who are currently enrolled in the school.

2. Children with a diagnosis of Autism and complex needs, who have an Autism class recommendation and who have siblings currently enrolled in the school.

3. Children with a diagnosis of Autism and complex needs, who have an Autism class recommendation and who qualify as resident for the purposes of this Admission Policy within the local catchment area.
*Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. electricity, or water.*

4. Children with a diagnosis of Autism and complex needs, who have an Autism class recommendation and who are not included within any of the preceding categories and whose parent is a member of the staff of the school. Priority eldest.

5. Children with a diagnosis of Autism and complex needs and who are not included within categories 1-4 and have a recommendation for an Autism class placement on a relevant psychological report.

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 Board of Management will apply the selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the Board will draw lots between these tied applicants for the last place, which will be independently verified. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

## 8. 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:

(a) a student's prior attendance at a preschool or pre-school service, including naíonraí,

(a) the payment of fees or contributions (howsoever described) to the school;

(b) 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

(c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended 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:

(f) a student's prior attendance at a preschool or pre-school service, including naíonraí,

(g) the payment of fees or contributions (howsoever described) to the school;

(h) 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

(i) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(j) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(k) 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 this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(l) 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).

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:

(m) a student's prior attendance at a preschool or pre-school service, including naíonraí,

(n) the payment of fees or contributions (howsoever described) to the school;

(o) 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

(p) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(q) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(r) 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 this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(s) 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).

## 9. Decisions on Applications

All decisions on applications for admission to Claremorris National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

  (Please see section 15 below in relation to applications received outside of the admissions period and section 16 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 10. 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 19 below for further details).

## 11. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Claremorris National School, 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.

## 12. 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 Claremorris National School where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 11 above.

## 13. 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).

## 14. 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 Claremorris National School 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 Claremorris National School 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.

## 15. 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.

## 16. Procedures for admissions 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:

16 (A) At the commencement of the school year: Parents complete an expression of interest form on Aladdin.

Selection Criteria – Senior Infants – 6th class
1. Children who are currently enrolled in the Special Class for Autism in the school.
2. Children who have siblings currently enrolled in the school.
3. Children who qualify as a resident for the purposes of this Admission Policy within the local catchment area.
*Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. electricity, or water.*
4. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
5. Children who are not included in categories 1-4.

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 Board of Management will apply the selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the Board will draw lots between these tied applicants for the last place, which will be independently verified. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

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:

16 (B)
If there is a space available, parents/guardians complete an enrolment form.

Selection Criteria
1. Children who are currently enrolled in the Autism Special Class in the school.
2. Children who have siblings currently enrolled in the school.
3. Children who qualify as resident for the purposes of this Admission Policy within the catchment area.
*Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: bank statement, utility bill, gas bill, electricity bill or water bill.*
4. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
5. Children who are not included in categories 1-4.

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 Board of Management will apply the selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the Board will draw lots between these tied applicants for the last place, which will be independently verified. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

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

This rule applies to all schools.

The Board of Management of Claremorris National School 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.

## 18. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents request that the student attend the school without attending religious instruction in the school:

A meeting will be organised with the Principal in advance of your child starting school to discuss how the request will be accommodated by the school.

These arrangements will not result in a reduction in the school day of such students.

## 19. 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.

## 20. 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 and Skills.

## 21. Review

This policy is an integral part of the culture of Claremorris National School and will be subject to review initially after one year and on a cyclical basis, unless there is a compelling reason to review it earlier.

## 22. Ratification And Communication

This policy was ratified by the Board of Management of Claremorris National School on 4th February 2025. It will be communicated to the school community via the school's website.

Signed: Peter Mc Callig Date: 14/10/25

Chairperson, Board Of Management.

Signed: Grace Burke Date: 14/10/25

Secretary, Principal