

Admissions Policy of St Colmcille's National School

INDEX

1. Introduction
2. Characteristic spirit and general objectives of the school
3. Admission Statement
4. Categories of Special Educational Needs catered for in the school/special class
5. Admission of Students
6. Oversubscription
7. What will not be considered or taken into account
8. Decisions on applications
9. Notifying applicants of decisions
10. Acceptance of an offer of a place by an applicant
11. Circumstances in which offers may not be made or may be withdrawn
12. Sharing of Data with other schools
13. Waiting list in the event of oversubscription
14. Late Applications
15. Procedures for admission of students to other years and during the school year
16. Declaration in relation to the non-charging of fees
17. Arrangements regarding students not attending religious instruction
18. Reviews/appeals

Admissions Policy of St Colmcille's National School

School Address: The Quay, Westport, Co. Mayo, F28 W267

Roll number: 13145A

School Patron: Archbishop Michael Neary, Archdiocese of Tuam

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 parent(s)/guardian(s) of children attending the school.

The policy was approved by the school patron on 25/09/2020. 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 St Colmcille's National School 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.

2. Characteristic spirit and general objectives of the school

St Colmcille's National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Tuam.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, 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 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 St Colmcille's 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 of St Colmcille's National School

St Colmcille's National School is a Catholic, primary school which strives to provide a structured, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. We will strive to provide an appropriate education for every child in our school.

General Objectives:

- Children will be encouraged and enabled to make moral judgements, to tell the truth, to demonstrate respect, to abide by our Ethos, to follow our Code of Behaviour and to develop a social conscience.
- The school will endeavour to ensure that our pupils achieve their full potential in all curricular areas, working to differentiate and accommodate all the varied additional needs of our pupils.
- The school will develop communication skills – speech, writing, listening and reading in both Irish and English.
- The school will prioritise each child's wellbeing and mental health, as well as promoting an emotionally safe environment for pupils and staff.
- The school will foster healthy attitudes to fitness, nutrition and encourage healthy habits that will enable pupils to reach their full physical potential.
- The school will endeavour to enhance the confidence and autonomy of every child in the school, making sure that pupil's voices are heard and represented on the student council.
- The School policies will be reviewed collaboratively and regularly, so that needs and obligations of pupils, staff, parent(s)/guardian(s), management and educational authorities will be met.
- The School will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.
- The School will encourage the involvement of parent(s) /guardian(s) in their children's education through home / school contacts and through their involvement in the Parents' Association.

St Colmcille's NS, Westport

- The School will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

3. Admission Statement

St Colmcille's 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, '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.

St Colmcille's 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.

St Colmcille's 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.

St Colmcille's National School is a Roman Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that therefusal is essential to maintain the ethos of the school. St Colmcille's National School, 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.

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

St Colmcille's National School is a mainstream school. It does not have a Special Educational Need's class. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the Special Education Team.

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(s)/guardian(s) 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.

St Colmcille's National School is a Roman 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.

6. Oversubscription

The school is oversubscribed when the number of applicants to enrol are greater than the DES staffing schedule pupil : mainstream class teacher ratio and the average across all the classes in the school are greater than the staffing schedule.

This varies from year to year and will depend on the number of pupils leaving the school, the staffing schedule itself and capacity throughout 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:

Selection Criteria in the event of oversubscription

1. Children who are four years of age on or before the first day of the new school year and who have brothers and sisters currently enrolled in the school. (the eldest child will have priority in this ranking)
2. Children who are four years of age on or before the first day of the new school year and who qualify as a resident of our catchment area (Catholic Parish Boundary). (the eldest child will have priority in this ranking)

Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: bank or credit union statement, electricity, water, telephone, refuse or internet bill.

3. Children who are four years of age on or before the first day of the new school year and who are not included within the preceding categories and whose parent/guardian is a member of the staff of the school.(the eldest child will have priority in this ranking)

4. Children who are four years of age on or before the first day of the new school year and who are not included in categories 1-3.(the eldest child will also have priority)

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 four 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 which will be independently verified for the last place. Any remaining applicant will be retained on a waiting list for the school year in which admission is being sought.

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;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parent(s)/guardian(s);
- (e) a requirement that a student, or his or her parent(s)/guardian(s), 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 oversubscription (section 6) whereby the school will give priority to:
 - siblings of a student attending the school

St Colmcille's NS, Westport

(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 St Colmcille's 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 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 St Colmcille's 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 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 St Colmcille's National School 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(s)/guardian(s) 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 St Colmcille's 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 St Colmcille's 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year

15 (A)

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:

Parent(s)/Guardian(s) complete an application form.

Selection Criteria – Senior Infants – 6th class

1. Children who have siblings currently enrolled in the school.
2. Children who qualify as a resident for the purposes of this Admission Policy within the Parish of Westport

Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: bank or credit union statement, electricity, water, telephone, refuse or internet bill.

3. Children who are not included within any of the preceding categories and whose parent/guardian is a member of the staff of the school.
4. Children who are not included in categories 1-3.

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 four 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 which will be independently verified for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

15 (B)

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.

Pupils may transfer to the school at any time subject to the school's admission policy.

However, enrolment of children during the school year will depend on the availability of places in the requested class. The decision to enrol is at the discretion of the Board of Management. The same procedures apply as in section 15A above.

When a pupil has transferred to St Colmcille's National School and has been registered, the school will inform the child's previous school in writing. Once admitted to the school, the parent(s)/guardian(s) will be asked to provide relevant information from the child's previous school, including progress reports, student support file (if applicable) and other assessments/reports that are deemed necessary.

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

This rule applies to all schools

The Board of St Colmcille's 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.

17. Arrangements regarding students not attending religious instruction

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) 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 of Management 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.

The Board of Management 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 within three weeks of the date of the receipt of the refusal** 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 within three weeks of the date of the receipt of the refusal** 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/guardian 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 within three weeks of the date of the receipt of the refusal** 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.