

Admissions Policy

Scoil Mhuire Gleann a' Chaisil/Glencastle National School

Bunnahowen,

Ballina,

Co. Mayo

F26NP79

School Patron: Bishop John Fleming Killala Diocese

Roll number: 13222P

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.

This policy was approved by the school patron, Bishop John Fleming, on the 17th December 2020. It is published on the school's website.

The school Principal Mrs Catherine McIntyre and the chairperson of the Board of Management Mr. Tom Mc Andrew can be contacted to clarify any matters arising from the policy. A hard copy of this policy will be available from the school on request.

Contact details are as follow:

School name: Scoil Mhuire Gleann a 'Chaisil

Bunnahowen,

Ballina,

Co. Mayo

Tel no: (097) 82283

Email address: gleannachaisil@gmail.com

Website: www.gleannachaisil.com

School Opening Hours:

9:20-9:40: Preparation, correction, assembly

0950-10:00am Roll call

11:00-11:10: Sós Beag (Small Break)

12:30-1:00: Am Lón (lunch time)

2:00pm: Junior & Senior Infants Home time

3:00pm: Home time.

The relevant dates and timelines for Glencastle 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 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

Glencastle N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of Bishop of Killala that caters for all classes from Junior Infants to Sixth Class, with an Autism Class, an Early Intervention Autism Class and a Multi- Disability Special Class.

'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 life, death and resurrection of Jesus: and
- d) The formation of the pupils in the Catholic faith and which school provides religious education for 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, 1988 the Board of Management of Glencastle N.S. 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.

- The mission of Glencastle National School is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all of our pupils to develop to their full potential as persons; socially, intellectually morally, physically and spiritually, including a living relationship with God and other people and promote a Christian philosophy of life.
- We are committed to providing a learning environment which is free from discrimination, threats, bullying and or harassment for all staff and pupils. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student centred education that nurtures the strengths, talents and potential of all.
- We are an inclusive school and we welcome children of all abilities.
- Our school will strive to promote, both individually and collectively, the professional and personal development of teachers and staff through staff development programmes.
- Our school will encourage the involvement of parents through home/school contacts.
- Our school will endeavour to enhance the self-esteem of everyone in the school community
- Our school will promote gender equity amongst all the teachers, staff and pupils.
- While Glencastle N.S. is a school with Catholic Ethos it also gives due recognition of all other religions.
- This policy should be read in conjunction with our other school policies, including our Code of Behaviour, Child Safeguarding statement, Anti Bullying Policy, Special Educational Needs Policy etc. Such school policies are available on the school website and a hard copy will be made available on request via the school office.

3. Admission Statement

Glencastle 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.

All denominational schools

Glencastle N.S. is a school whose object is to provide 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 Catholic faith and it is proved that the refusal is essential to maintain the ethos.

Glencastle N.S. is a school which has established an A.S.D. Class, an Early Intervention Class and a Multiple- Disability Class 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 classes a student who does not have the category of needs specified.

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

In the case of a mainstream school with a SEN classes attached

Glencastle National School with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students in the following classes:

- (a) Early Intervention ASD class: caters for the needs of children with Autism who are between the ages of three years and five years and eleven months of age.
- (b) ASD Class: welcomes pupils of school age with a diagnosis of Autism.
- (c) Multiple -Disability Class: caters for the needs of school age pupils with a diagnosed learning disability.

Glencastle National School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. The school welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this policy.

- Pupils with special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills (DES) and the National Council for Special Education (NCSE).
- In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required the school requests that parent(s) of the pupils accepted for enrolment; (i) Inform the school of any special needs as early as possible and (ii) Ensure that copies of relevant professional reports are provided so that provision can be made for that applicant's welfare and educational progress.
- Where a report is not available and in the event that an applicant is accepted for an enrolment, a request will be made that the successful applicant be assessed immediately. Following receipt of the report, the Board of Management will assess how the school can meet the needs as specified therein.
- Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs of the child as outlined in the medical and or psychological report(s).

- The Principal may, in conjunction with the Special Educational Needs Officer (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

Note for schools:

The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

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

School with special education class(es)

The special classes attached to Glencastle National School provides an education exclusively for students with Autism and students with a diagnosed learning disability 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:

In the event that there are two or more students tied for a place or places in any of the selection criteria categories below (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Special Classes

The maximum class size is six pupils. If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one, once a defined diagnosis of Autism/Multiple Disabilities has been provided by a qualified professional.

- 1) Age of the pupil
- 2) Child moving from our mainstream into our special class (with appropriate professional recommendations)
- 3) Brother/sister of existing pupils
- 4) Children living within the parish
- 5) Children of parents/grandparents who are past pupils of the school (to a maximum of 25% of the places available)
- 6) Undergone team assessment by admission team.
- 7) If spaces are still available, places will be allocated as per waiting list. Once an assessment has been made by the Admissions team.

Mainstream School

In the event that applications for enrolment exceeds/is expected to exceed the number of places available the following decision making process will apply:

- 1) Age of the pupil
- 2) Children moving from Special Classes within the school to mainstream (with appropriate professional recommendations)
- 3) Brothers and sisters of existing pupils.
- 4) Children living within the parish.
- 5) Children of parents/grandparents who are past pupils of the school (to a maximum of 25% of the places available)

While recognising the right of parents to seek to enrol their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of Glencastle N.S. reserves the right to determine the maximum class sizes. Bearing in mind;

- Overall school capacity
- Availability of space in classrooms
- Maximum class sizes
- Health and safety requirements
- Availability of staff

- Resources, facilities and grants
- Educational needs of existing pupils enrolled in the school
- The DES/Patron requirements

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-
 - (1) an early intervention class
 - (11) an early start pre-school, specified in a list published by the Minister from time to time
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
 - other than in relation to:
 - admission to any of our special classes insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

- other than, in the case of the school wishing to include a selection criteria based on (1) 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,

8. Decisions on applications

All decisions on applications for admission to Glencastle 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 as to the decision of the school, within 21 days of receiving such information (as per Education Welfare Act 2000).

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 Glencastle 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 Glencastle 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 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:

- An application for admission to the school has been received,
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted

The list may include any of the following:

- The date on which an application for admission was received by the school

- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- 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 Glencastle 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 Glencastle 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 applications will be notified of the decision in respect of their application no later than three weeks after the date on which the school receives 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.

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 other than the school's intake group are as follows:

Children are offered a place in the school in accordance with the school admission policies, detailed above. The number of places offered is in accordance with the Department of Education and Science guidelines in relation to class size.

- Children enrolled in Glencastle N.S. are required to co-operate with and support the school's Code of Behaviour as well as all other policies.
- Parents/Guardians are responsible for ensuring that their child/children co-operate with these policies in an age-appropriate way.
- A copy of the Code of Behaviour will be issued to all parents/guardians and each parent/guardian will be requested to sign an undertaking to uphold the school Code of Behaviour Policy.

Children transferring from another school:

- Procedures are as detailed above
- Children may transfer to the school at any time, subject to available space, although intake to the school usually takes place in September, which is preferable.
- The Education Welfare Act(2000) contains specific provisions in relation to transfer of pupils, including the requirement that information concerning attendance.

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:

- For all mid-year applicants waiting lists for each class level will be in operation from September to June of each academic year. If a place becomes available the selection process will be as follows in Glencastle N.S.

Applications are considered against the published criteria. Places will be offered in the first instance to those who meet the first criteria. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted. Where two or more applications are tied in the foregoing selection process, we will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

The waiting lists mentioned in the above paragraph will be dissolved at the end of each academic year. Any applicants on current waiting lists will be written to, inviting them to submit the correct documentation and asking them if they wish to stay on the waiting list.

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

The board of Glencastle 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 scho

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who 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:

18. 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 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.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and 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.

Implementation/ Ratification and Review:

This policy has been ratified by the Board of Management and will be reviewed again in October 2025.

Signed: Tom Mc Andrew
Chairperson

Date:

Signed: Catherine Mc Intyre
Principal

Date: