**Admission Policy of Clonbonny NS**

**School Address: Clonbonny, Athlone, Co. Westmeath**

**Roll number: 17102C**

**School Patron; Diocese of Ardagh and Clonmacnoise**

# 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 Clonbonny NS’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

Clonbonny NS is a catholic primary school with a catholic ethos under the patronage of Bishop Francis Duffy. ‘Catholic Ethos’ in the context of a catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

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

And which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Clonbonny 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 of the school .

# 3. Admission Statement

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

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

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’,

‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

1. Clonbonny NS is a co-educational Catholic Primary School whose objective is to provide education in an environment which promotes certain religious values. The Admissions Policy of Clonbonny NS will not discriminate on the religious ground of the student or the applicant in respect of the student concerned.

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

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| •  | Clonbonny NS 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 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.  |

# 5. Admission of Students

This school shall admit all student seeking admission except where –

1. the school is oversubscribed (please see section 6 below for further details)

1. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

**All denominational schools**

Clonbonny NS is a Catholic school 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.

# 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:

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| **Criteria for Enrolment** 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 Clonbonny NS reserves the right to determine the maximum class sizes. The Board of Clonbonny NS has determined the maximum number of applicants who can be enrolled in Junior Infants each academic year as 28. 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  While the maximum number of applicants that can be enrolled in Junior Infants has been decided by the Board of Management as 28. The Board reserves the right to change this number should circumstances change.  **Criteria used to prioritise places for Junior Infants** Where the number of applicants for Junior Infants exceeds the number of places available the school will offerplaces in the priority order 1 through to 6 of the categories outlined below in order to determine admission into Junior Infants for up to and including 30th September of the year of admission.  The priority order, in the following order, is as follows; 1. Category 1; Siblings of present pupils
2. Category 2; Applicants whose primary residence is in the **immediate catchment area,**
3. Category 3; Applicants whose primary residence is in the **extended catchment area within an 8km radius**
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| 1. Category 4; Children of current school staff
2. Category 5; All other applicants

If an applicant falls into a number of categories listed above, he/she will be included in the priority category which affords him/her the highest 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:

If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby **places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled.** If during this selection process, two or more applicants have the same date of birth, the school will apply a random selection process to these applicants only in order to establish to whom places in that category will be offered.

A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above. Where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the order of priority the applicant has been placed on the list.

Incomplete applications will not be considered and applicants will not be placed on the waiting list.

In a particular year, an applicant may fulfil the enrolment criteria and be offered a place. The parents of the applicant may accept this place and subsequently decide not to send their child to school that particular year. In this instance **the applicant’s place cannot be deferred**. Instead, the applicant must reapply the following year and will be offered a place **if** they fulfil the enrolment criteria for that following year.

**Please see Clonbonny NS’sAnnual Admission Notice for full details on important dates enrolment procedure for Junior Infants.**

# 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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí.

 1. the payment of fees or contributions to the school.

 1. a student’s academic ability, skills or aptitude.

 1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents.
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|  1. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.

 1. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school with the exception of present siblings attending Clonbonny NS.

 1. the date and time on which an application for admission was received by the school

providing that applications are received in the time frame set out in Clonbonny NS’s Annual Admission Notice.   |

# 8. Decisions on applications

All decisions on applications for admission to Clonbonny NS 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

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 Clonbonny NS, you must indicate—

1. 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

1. 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 Clonbonny NS where— (i) it is established that information contained in the application is false or misleading.

1. 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.
2. 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

1. 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.

# 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 Clonbonny NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Clonbonny NS is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

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

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| **Applications for Enrolment in Other Classes** An application for a place in Clonbonny NS will only be considered should a vacancy exist. The Board of Management reserves the right to determine the maximum number of pupils enrolled in each class as 28. (please see section 6 above which outlines criteria for enrolment) The Board reserves the right to change this number should circumstances change. Should a vacancy exist the applicant will be enrolled in an age appropriate class provided that; 1. The school is provided with a fully completed, signed and dated application form which is available from the school office and the school’s website
2. A separate form must be completed for each applicant.
3. Acceptance by the school office of an application does not mean that same will be processed.
4. Written notification of the decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form.
5. Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an enrolment form within 10 days. Failure to do so may result in the place being forfeited and reallocated.
6. Transferring from a school in the parish will not be permitted during term time

(10)Any contact or lobbying of school personnel or Board of Management members  regarding admission is not acceptable.  |

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

The board of Clonbonny NS or any persons acting on its behalf will not charge fees for or seek payment or contributions as a condition of-

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

# 17. Arrangements regarding students not attending religious instruction

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| The following are the school’s arrangements for students, where the parents/guardians 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:**  * Children will be assigned other/ non-religious school work by the class teacher which can be completed independently during religious instruction time.
* Those who do not wish to receive the Sacraments of Confession, Communion or Confirmation are exempt.
* Parents may choose that children not attend school masses or church celebrations. In this case supervision and alternative work will be arranged in the school building. Alternatively, parents may wish their child(ren) join their class/school in the church without partaking in prayers, Communion etc. All pupils are welcome to attend the church should they wish to do so.

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# 18. Reviews/appeals

## Review of decisions by the Board of Management

The parent/guardians 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.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

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

## Right of appeal

Under Section 29 of the Education Act 1998, the parent/guardian of the student,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.