The DoE has provided a template policy common to all schools.

It includes prompts to assist schools in editing or omitting sections as required, depending on the particular circumstances of the school.

The Diocese provides **(Version 03\_04\_20)** template which includes section on the characteristic spirit (ethos) of a Catholic School. **Do not add to or take from the wording re Catholic Ethos provided in Section 2.**

The **Patron**, Bishop Wm. Crean, has asked that you **insert the name of the Patron Saint of the school** e.g. St. Patrick’s N.S., St. Catherine’s N.S., Scoil Mhuire Naofa etc. in all places where the name of the school is required. **This further emphasises that your school is Catholic under Catholic Patronage – very important in the times we live in. Please adhere to this request when drafting this policy.**

Arrangements re attending religious instruction**: 2nd paragraph in Section 17 requesting written request is sufficient.**

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school. An agreement is drawn up and signed by parent(s)/Guardian(s).

**Now that you are using Version 03\_04\_20, there is no need to highlight. All changes are tracked.**

**Please keep the formatting and layout of template.**

**Section 1: 🗸**

St Mary’s P.S. reserves the right to refuse admission where a Section 29 Appeal has been invoked in another school and is in progress.

**Section 2:**

**Characteristic Spirit 🗸**

**Mission Statement** and general objectives of the school - **Please keep this short and to the point.**

**Section 3: 🗸**

**Mandated Statements come first under Section 3**

* **(Insert name of 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.**

* **(Insert name of 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.**

**Include** Statement re **All denominational schools**

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.-* No need to include this statement. No need to apologise for inserting this statement. It is written into the Education Admission to Schools Act 2018.

+ Single gender schools and/or Schools with special education class(es) if applicable.

**Do not include** Statement re **Primary schools receiving applications from applicants of a minority religion. This would cover schools under C of I Patronage etc.**

**Section 4: 🗸**

**Please keep heading and write Not Applicable or N/A if not applicable –** This avoids references in Section 8 being incorrect. It also keeps the format and layout of template.

It is okay to insert something like:

St Mary’s P.S. is a mainstream school. It does not have a Special Class or ASD section. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the SEN team

**Guidance re requirements for Special Classes:**

For ASD classes, places are considered on the basis of:

(a) a diagnosis of ASD from a relevant professional (ICD-10, DSM IV OR V) **and**

(b) a recommendation from that professional, that the pupil would benefit from placement in a Special ASD Class attached to a mainstream school.

The maximum number of pupils in a Special Class for ASD is six pupils (Department of Education and Skills).

For the MLD class, places are considered on the basis of:

 (a) a diagnosis of MLD from a relevant professional (ICD-10, DSM IV OR V) **and**

(b) a recommendation from that professional, that the pupil would benefit from placement in the Special Moderate Class attached to a mainstream school

The maximum number of pupils in a Special Class for MLD is eight pupils (Department of Education and Skills).

**Section 5: 🗸**

**Include** Statement re Single gender schools and/or Schools with special education class(es) if applicable.

**Include** Statement re **All denominational schools**.

**Section 6:** **Oversubscription - Keep it simple.**

The selection process and the admission policy on which it is based must be non-discriminatory and must be applied fairly in respect of all applicants.  
It should be noted that selection criteria not included in the school’s admission policy cannot be used to determine whether a student can gain admission to a school

**Suggestion:**

* Siblings of children currently enrolled
* Children living within Parish A
* Children living within Parish B – priority to oldest ie neighbouring parish(es)
* Children of Staff - priority to oldest. Could be challenged
* Children of past pupils - priority to oldest.
* All others giving priority to oldest.
* Dail electoral divisions.
* Townlands are defined in deeds of house – CC Maps may show them.

\*Definition of Sibling includes step siblings resident at the same address

Other criteria – **think carefully and order carefully. Make sure the criteria are compatible with the requirements of your school.**

**Be very careful with terms like catchment area, proximity, townland, radius from .. I would avoid if possible.**

**Can school prioritise children who did not get in this/last year? no**

In the event of a tie the outcome will be determined

a) Priority to oldest

b) by the drawing of lots or Random selection (independently verified)

Decision by choosing one of several pieces of paper with different choices written on them

You need to bullet point how lottery/drawing lots is to be conducted and who is witness to the process. No Member of the BoM can be party to this process.

The following is an example used by a school with SEN class – interesting approach.

● Children already enrolled in the school.

Children living within the parish who are siblings of children currently enrolled in St. Joseph’s PS.

● Children living outside the parish who are siblings of children currently enrolled in St. Joseph’s PS.

● Other children living within the Parish of Ballydehob.

● Children living outside the parish who are siblings of past pupils of St. Joseph’s PS.

● Children of current and past members of staff of St. Joseph’s PS.

● Children of past pupils of St. Joseph’s PS.

● Other children living outside the parish of Ballydehob.

\*Definition of Sibling includes step and foster siblings

**No need to insert sentence like the one highlighted. – It is in the Rules for Primary schools**

**The BOM is bound by the DES Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in [Name of School] must have reached the age of 4 years by August 31st of the year they will commence school.**

**Important info re involvement of BoM in process:**

* **The BoM develops the Admission Policy.**
* **The Principal implements the Admission Policy.**

**Section 23(a) of the Education Act 1998, concerning the duties of the principal, has now been amended to read “(a) be responsible for the day to day management of the school, including guidance and direction of the teachers and other staff of the school and the implementation of the admission policy of the school, and be accountable to the board of the school for that management,”. As a result, the principal is now the person who makes a decision whether to enrol or not. Parents may seek a review of the principal’s decision by the board of management, as per Section 18 of the template Admissions Policy.**

**With regard to arrangements where over subscription in Section 6 occurs, schools should specify the method by which a lottery will be carried out, where it is stated. However, other than the principal, no other board member should be a witness to, or participate in this process as they would then be forced to recuse themselves from any subsequent review the parents may seek from the board of management.**

**Section 7 of the Education (Admissions to Schools) Act 2018 provides for the replacement of the existing Section 29 of the Education Act 2018 with a series of new sections numbered 29 to 29F. The Department of Education and Skills has initiated a consultation document with the education partners, including CPSMA, with regard to the format of these new procedures for section 29 appeals, including the role of the principal when a parental review is brought to the board. As soon as this process has concluded, we will of course communicate it the procedures to each Diocese.**

**Section 7:** Points (a) to (g) must be included. There are limited exceptions to some of these (highlighted in red) and  **schools must retain the exceptions that apply to them and delete those that do not: These will reflect the criteria used under section 6.**

**Section 8: 🗸**

**Section 9: 🗸**

**Section 10: 🗸**

**Section 11: 🗸**

**Section 12: 🗸**

**Section 13: 🗸**

**Please note** Waiting list will remain valid for the school year in which admission is being sought – no longer.

Where a school is oversubscribed in any particular year, it will be required to compile a waiting list of  
students whose applications for admission to the intake group were unsuccessful due to the school  
being oversubscribed. The school must use this list to fill any vacancies arising during the school year  
in question only. FAQ 10

Irish Medium schools FAQ 10

**Section 14: Late Applications: 🗸**

The second paragraph has been inserted setting out the timeframe for notifying late applicants. **This is sufficient.**

**Section 15:** Insert **procedures** (the how / steps to follow) and **not the criteria** for admission of students.

**What do I do to enrol my child in your school? What are the steps?**

**Please keep these procedure to a minimum and relevant.**

**The Procedures for entry to other classes, or during the school year would generally be based on their being space in the class level required.**

**Annual Admission Notice forms part of the school’s admission process. P6 of FAQ**

The notice must provide details about how to obtain a copy of the school’s admission policy and  
application form for admission FAQ pg8

**Guidance re Procedures:**

● Parents request an application form / form is available on website / by contacting

the school.  
● Parents complete and submit application form  
● Applicants for the special class must submit the appropriate reports to ensure  
eligibility for a place in the class.  
● School makes decisions on applications received & Parents notified within the timeframe – within three weeks  
o School offers a place or  
o Refuses a place and places the applicant on waiting list for the year concerned.  
● Applicant accepts the place & accepts the Code of Behaviour (Section 11) or  
o Applicant refuses place.  
● If refused, the applicant will be notified of their entitlement to appeal the decision  
under Section 29 of the Education Act 1998.

* School is not allowed to look for reports on children going into mainstream classes prior to the offering and acceptance of a place in the school.
* Evidence of existing class standard / class standard completed can be requested so that child is in the appropriate class.
* SEN classes have their own requirements.

**Section 17: The arrangements regarding opting out of religious instruction.**

Schools are advised **not add to or take from the wording provided in the second paragraph. However, adding the sentence**  “An agreement is drawn up and signed by parent(s)/Guardian(s)” does seem appropriate.

**Section 18: 🗸**

Email the Draft Policy in Word Format to [educloyne@gmail.com](mailto:educloyne@gmail.com)

Type **Admission Policy Revised** in subject line of email.  This helps the filing of all Admission Policies under one label

The **Annual Admission Notice** will contain information on a number of practical details regarding the  
admission process of a school that change from year to year. For example:  
• How to obtain the school’s admission policy and application form for enrolment  
• Dates when the school will begin and cease accepting applications for admission to the school  
for the school year concerned  
• Dates by when offers will be notified to applicants and dates by when acceptance should be  
confirmed to the school  
• In oversubscribed schools, information in relation to the number of applications received and  
the number and order of offers made in the previous year  
The school’s annual admission notice must be published annually on the school’s website. More  
information on the annual admission notice is available at **8 above**. FAQ 12