Admission Policy of S.N an Croí Ró Naofa

School Address: Belclare, Tuam, Co. Galway
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Roll number: 18021H
School Patron/s: Archbishop 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 approved by the school patron in September 2025. 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 S.N. an Croí Ró Naofa process are set out in the school's annual admission notice which is published annually on the school's website 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

S.N. an Croí Ró Naofa is a Roman Catholic school with a Catholic ethos under the patronage of the Archbishop of Tuam. (which is established in connection with the Minister)
'Catholic Ethos' in the context of a Catholic Primary School aims at promoting the full and harmonious development of all aspects of the person of the pupil:
Intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of our pupils in the Catholic faith.

In accordance with S. 15 (2) of the Education Act, 1998 the Board of Management of S.N. an Croí Ró Naofa 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.

S.N. an Croí Ró Naofa is a co-educational Catholic, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, moral and cultural needs of the pupils are identified and addressed.

While S.N. an Croí Ró Naofa is a school with a Catholic ethos, it also has due recognition for all other religions.

S.N. an Croí Ró Naofa will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

S.N. an Croí Ró Naofa will encourage the involvement of parents through home/school contacts and through their involvement in school events and the formation of a parent's association.

S.N. an Croí Ró Naofa will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupil's respect for people and property and to encourage in them the idea of being responsible.

S.N. an Croí Ró Naofa will promote gender equity amongst the staff and pupils.

3. Admission Statement

S.N. an Croí Ró Naofa 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.

S.N. an Croí Ró Naofa is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

S.N. an Croí Ró Naofa is a school which has established two classes, 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 class a student who does not have the category of needs specified.

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

S.N. an Croí Ró Naofa with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with a diagnosis of Autism and a recommendation of a special class placement. Applicants to the school for a special class placement will be directed to the ASD enrolment criteria, which, contains more information regarding this specialist setting.

Pupils with special educational needs in our mainstream classes 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).

S.N. an Croí Ró Naofa 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.

S.N. an Croí Ró Naofa 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.

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

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6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

The Board of Management of S.N. an Croí Ró Naofa respects the rights of its existing school community and the children already enrolled. Consequently, the Board reserves the right to determine the maximum number of children in each separate classroom annually and in accordance with Department of Education and Skills guidelines, also bearing in mind:

- Health and safety concerns regarding staff and children,
- Available classroom space,
- Multi-grade classes,
- Educational needs of the children,
- Presence of children with special needs,
- Department of Education and Skills class size directives,
- Appropriate available supports and resources,
- Time of school year when an application is made for enrolment.

Criteria for enrolment into Junior Infants in the **mainstream** in the event of oversubscription:

1. Brothers and sisters of children in the school.

2. All children who live within the parish boundaries applying for a placement are entitled to a place if there are vacancies after the group above have been allocated.

3. All children who apply to the school and are not resident within the parish boundaries are entitled to a place in the school if there are vacancies in the school after groups 1 and 2 have been allocated.

Criteria for enrolment into the **Special Class for Children with Autism Spectrum Disorder (ASD)** in the event of oversubscription:

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 Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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.

Each application will be considered by the school Principal, Special Class teacher and Deputy Principal, Board of management and additional professionals where required to ensure that the criteria for enrolment in a special class has been meet.

The maximum class size in each special class is six pupils. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Students who have transferred from our special class to mainstream within our school and wish to re-apply for a place in our special class or students within our mainstream who meet the criteria for a special class placement and wish to transfer to the special class within our school.

2. Brothers and sisters of children in the school.

3. if there are vacancies after groups 1 and 2 have been allocated. Priority will be given to the nearest geographical location using the Eircode of the school and the Eircode of the applicant.

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 oversubscribed, the order of priority (within each of the priority categories above) is determined by the date of birth of each child, with priority to the oldest.

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,

(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 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
-

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

(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 S.N. an Croí Ró Naofa 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 S.N. an Croí Ró Naofa 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 S.N. an Croí Ró Naofa 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.
(v)

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 S.N. an Croí Ró Naofa 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 S.N. an Croí Ró Naofa 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

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:

The Board of Management have the right to determine the maximum number of children in each class for applications for enrolment in Senior Infants to Sixth Class. The above criteria for enrolment will then be considered.

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:

In the event of an application being received for immediate enrolment/pupil transfer the Board will endeavour to facilitate such enrolment subject to the capacity constraints of the school at that time and the Department's general policy on enrolment. The Principal reserves the right to contact the school from which the pupil is transferring to request such information as he/she deems necessary. Each application will be considered on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area or when spaces are available during the month of September.

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

The board of S.N. an Croí Ró Naofa 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

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:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parents/guardians or the student, as the case may be, to discuss how the request may be accommodated by the school.

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.

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 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.