

Admission Policy of Ballygarvan NS



School Address: Ballygarvan, Co. Cork T12RY1T

Roll number:16746S

School Patron/s: Catholic Bishop of Cork and Ross.

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 25/9/20 and amended and approved on 26/9/22. 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 Ballygarvan NS' 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

Ballygarvan NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

“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.

The school motto is: Fás Trí Fhoghlaim /Growth Through Learning

Ballygarvan National School Ethos and Mission Statement

The school aims to educate pupils who are happy, self-confident and caring.

A Catholic ethos is fostered and we respect the children of other faiths

The pupils are accepted as they are and helped to achieve their potential and develop their individual talents

A broad child-centred curriculum is implemented

Pupils with differing abilities are welcomed

Déanfaimid Gaeilge a labhairt pé uair is féidir.

3. Admission Statement

Ballygarvan 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.

Ballygarvan National School 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 Catholic, and it is proved that the refusal is essential to maintain the ethos of the school.

Ballygarvan N.S. is a school which will be establishing a Special Class for Autism in Sep 2021, with the approval of the Minister for Education, (providing the resources necessary for its establishment are provided by the Dept of Education). This class provides an education exclusively for students with complex and severe educational needs arising out of a diagnosis of Autism, as specified by the Minister. Ballygarvan NS 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 special class.

Ballygarvan National School, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with a diagnosis of Autism meeting DSM IV/V or ICD diagnostic criteria.

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.
- c) The Special class provides an education exclusively for students with a diagnosis of Autism meeting DSM IV/V or ICD diagnostic criteria, made by a psychologist/psychiatrist, and the school may refuse admission to this class, where the student concerned doesn't have the specified category of special educational needs provided for in this class.

In order to access a special class a student must have a report from a relevant professional or team of professionals (for example, psychologist, speech and language therapist, psychiatrist) stating that:

- 1 S/he has a disability (in line with the designation of the special class in question) and*
- 2 S/he has complex or severe learning needs that require the support of a special class setting and the reasons why this is the case.*

The professional report must meet DES requirements for the particular disability in question.

Ballygarvan National School is a Catholic school and may refuse to admit as a student a person who is not a Catholic 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:

- 1. Pupils already enrolled in Ballygarvan NS. ***
- 2. Brothers and sisters of children already enrolled, (including stepsiblings, resident at same address).**
- 3. Children of staff members of Ballygarvan National School.**
- 4. All children who live within the parish boundaries, (which is the geographical catchment area of the school, regardless of whether children are Catholic or not).**
- 5. All children who apply to the school.**

**** This applies to applicants for a place in the special class***

Note: The Board of Management currently operates a maximum average of 28 pupils per mainstream class and all Junior Infants must be 4 years when the school year commences.

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:

For admissions to Junior Infant classes in the scenario where the school is oversubscribed, the Board of Management will apply the three selection criteria above, in the order of priority in which they are listed, and 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. The Board of Management will keep remaining applicants on a waiting list for cancellations.

For admission to the special class, in the scenario where the school is oversubscribed, in the event of a tie, the Board will then determine the access to the final place/s by proximity to the school, priority given to the closest to the school as measured by a straight line on an ordinance survey map

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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 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 selection criterion 1 above, where a sibling or stepsibling, resident at the same address, is already enrolled in the school.
- (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.

8. Decisions on applications

All decisions on applications for admission to Ballygarvan 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 Ballygarvan 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 Ballygarvan NS 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 9 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 Ballygarvan 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. (Applicants on the waiting list for Junior Infant classes will not be offered places after the 31st of October of the school year for which the application was made).

Placement on the waiting list of Ballygarvan 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, and in the case of applicants to Junior Infant classes, will cease to be made after October 31st of the school year for which the application was made.

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

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:

Parents Guardians complete an applications form

Application is assessed by the BOM using the criteria in Section 5 of this admissions policy.

Admission will depend on space in the required class. At the moment the Board of Management of Primary school adheres to a maximum average class size of 28 pupils per class in the mainstream class and 6 pupils per class in the special class.

If a class waiting list exists, the new applicant, goes to the back of the list.

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:

The procedures of the school in this instance are the same as those in the table above.

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

This rule applies to all schools.

The board of Ballygarvan 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

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents 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 parent(s) 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.

A request for any review must be sent to the Secretary of the Board of Management and this must be in writing, in a letter. An email will not suffice.

19. Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988-2018 and the EU Data protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete and up to date. Individuals have the right to have any inaccurate information erased or rectified. All data submitted as part of the school year the application is for, (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the Chairperson of the Board of Management.

Policy drafted after consultation with parents and staff (April 20th-25th 2020), and amended in Sep 2021, to include applications for the Special Class.

This policy will be reviewed 2 years after it is approved by the patron.

This draft was adopted by BOM at a meeting on April 24th 2020.

Signed: Liam O' Donovan Date: 27/4/20
(Chairperson BOM)

Patron's approval notified on 25/9/20

Amended in September 2022 and approved at a BOM meeting on September 26th 2022.

Signed: Liam O' Donovan Date: 26/9/22
(Chairperson BOM)