

Monaleen N.S.

Admissions Policy



Admission Policy of Monaleen National School

School Address: Castletroy, Limerick, V94T9P1

Roll number: 17937H

School Patron/s: Catholic Bishop of Limerick

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 28th May 2020. 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 Monaleen 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

Monaleen National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Monaleen National School 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.

Monaleen National School is a Catholic School, committed to being a caring and inclusive school dedicated to the holistic education of all of our pupils. We strive to promote the total development of each child in his/her religious, moral, physical, emotional, aesthetic and intellectual life. We are committed to the development of personal, moral and civic responsibility in all our pupils, in conjunction with the parents and guardians, who we recognise as being the primary educators.

3. Admission Statement

Monaleen 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.

Monaleen 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.

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

N/A

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

Monaleen National School is a catholic school and may refuse to admit as a student a person who is not of 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:

1. Siblings – brothers and sisters of children already in the school or who have attended the school in the past and children of current staff.
2. Children whose principal primary place of residence is the parish of Monaleen. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age, starting with the oldest, until the maximum intake is reached.
3. Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose principal primary residence is furthest from the school will be eliminated first.
4. If space is still available, class numbers are completed from the waiting list of children not covered by criteria 2-4. Priority will be given to children whose primary residence is closest to the school.

The Board of Management strongly recommend that children will have reached their 4th birthday by 30th June of the year of enrolment. The number of Junior Infants to be enrolled shall be outlined on the school's Admission Notice, which will be published in September each year (for the following academic year).

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:

The selection will be determined by a lottery overseen by the Principal, the Deputy Principal and another staff member.

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;
- (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 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 criteria 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 Monaleen 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 Monaleen 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 Monaleen 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—

- (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 Monaleen 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 Monaleen 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 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

1. Siblings – brothers and sisters of children already in the school or who have attended the school in the past and children of current staff.
2. Children whose principal primary place of residence is the parish of Monaleen.
3. Children of parents who are past pupils of the school.
4. If space is still available, class numbers are completed from the waiting list, with priority given to those whose primary residence is closest to the school.

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

The board of Monaleen 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 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:

All children are invited to partake in Religious Education lessons, regardless of faith or personal beliefs.

If parents/guardians wish for a child not to partake in the Religious Education lessons, the parents/guardians may provide alternative reading/work for the child to do during these lessons. Otherwise reading/work will be assigned by the teacher. Requests for exclusion from the Religion program must be provided in writing to the class teacher.

Children may not be removed to another class during Religious Education.

Children who are not preparing for sacraments may be dispersed to another class when the class are making trips to the church.

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.

Policy Considerations

The Board of Management upholds the rights of the existing school community and the children already enrolled when considering new enrolments for the school. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Any Health and Safety concerns regarding Staff and Children.
- Available classroom space.
- Presence of children with special needs and available resources.
- Department of Education and Skills class size directives.
- Availability of appropriate supports and resources to meet the educational needs of all children.

Special Educational Needs

Pupils with special educational needs are welcome in Monaleen National School. Prior to granting a place, and in order to ascertain the suitability of Monaleen National School as a placement for each individual child, the Board of Management may:

- Request all up to date assessment documentation and all the relevant information on how individual needs can be met.
- Request immediate assessment if this has not been done.
- Facilitate a meeting between the Principal/Deputy Principal and the S.E.N co-ordinator and the parents to discuss the child's needs.
- Request a case conference involving all the professionals working with the child/family to discuss needs and the suitability of Monaleen National School as a placement.

In the event that a child with Special Educational Needs is enrolled, the B.O.M. may request the D.E.S. to provide any necessary resources, e.g. Special Needs Assistant, special transport, specialized equipment or furniture etc. *Requests to the D.E.S. will need to be made as early as possible – therefore it is vital to provide the school with **all** relevant information as early as possible.*

Application Procedures

Enrolment to the school will be subject to decision by the Principal subsequent to the receipt of application forms and will comply with circular 0007/2020 and all relevant legislation.

An Admissions Notice will be published on the school website and made available in school in September of the year prior to the year of enrolment.

Applications for admission will be accepted from 1st October of the year prior to the year of enrolment. Closing date for applications will be set out in the Admissions Notice published for that year. Late applications will be placed on the waiting list in line with the admission criteria outlined in this policy.

Places will be offered within three weeks of the closing date for applications. An acceptance of a school place must be given in writing within the time frame set out in the Admissions Notice published for that year.

The registration process is initiated on receipt by the school of a completed application form – a copy of the form is attached as Appendix 1. This form must be signed and dated by one or both parents or guardians. A copy of the acknowledgement letter is attached as Appendix 2. **Telephone calls, emails and or visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.**

The following information will be required from Parents/Guardians wishing to enrol a child in the school:

- Child's name
- D.O.B
- P.P.S.N
- Address
- Photograph
- Telephone Contact Number
- Email
- Previous School Attended
- Details of Medical Conditions (in order to organize relevant care plans)
- Religion (required if Roman Catholic, may be left blank otherwise)

Proof of residence is requested, e.g. a utility bill, etc. Also recorded are details of siblings who are currently attending or previously attended Monaleen National School and Parents/Guardians who are past pupils of the school.

There will be a facility on the enrolment form to accept the school's Code of Behaviour and all other School Policies and to provide details of medical conditions.

An acknowledgement (Appendix 2) is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application. Entry in the school's Record of Applications means that an application will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified and either granted a place or refused a place. Those who are refused a place will be reminded of their entitlements to appeal under Section 29 of the Education Act 1998.

Evaluation of the Enrolment Policy

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon:

- Effective management of the application process
- Clarity and transparency relating to the process
- Applicants being informed in good time re. the status of their application, particularly in the case of refusal to enrol
- Parental feedback

Monitoring and Review Procedure

The implementation of this policy will be monitored by the Board of Management and will be reviewed annually by the teaching staff and the Board of Management. The Principal will report regularly to the Board regarding the enrolment application process. Where the Principal refuses admission to any applicant, by the authority delegated to him/her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

IMPLEMENTATION AND REVIEW

This policy will be reviewed annually.

The school management team will implement this policy.

The Board of Management ratified this policy on _____.

Chairperson

Principal

Date of Implementation: _____ **Review Date:** _____