

Admission Policy of Scoil Chroí Naofa

School Address: Athenry, Co. Galway H65 C860

Roll number: 16071M

School Patron: The Archbishop Most Reverend Francis Duffy DD

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. 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 Scoil Chroí Naofa 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

VISION STATEMENT

Inspired by the vision of Nano Nagle, Foundress of the Presentation Order, the staff in Scoil Chroí Naofa aim to

- Acknowledge and respect the dignity, uniqueness and individual needs of our pupils and in doing so, develop the whole child, physically, intellectually, emotionally, creatively, spiritually and socially
- Be caring, fair and committed to the best interests of our pupils and seek to motivate, inspire and celebrate effort and success.
- Enable each child to learn and develop in a happy, safe, stimulating and mutually respectful environment.
- Establish a learning environment where pupils are active agents in the learning process and instil in them an interest in and love of learning
- Develop each child as a social, literate and digitally responsible being who lives and co-operates generously with others and so contributes to the good of society.

MISSION STATEMENT

The Board of Management, Staff and Parents of Scoil Chroí Naofa are committed to:

- Providing a broad and balanced curriculum that is holistic in its approach thus enabling each student to achieve their full potential
- Continuing to provide Catholic Education and spiritual development enabling our pupils to celebrate the Christian vision of life.
- Being a positive influence in the lives of our pupils, by exercising good professional judgement and by showing empathy in our practice
- Being inclusive and welcoming of children from diverse, cultural and religious backgrounds
- Cultivating positive relationships with pupils, colleagues, parents and the wider school community
- Communicating effectively with pupils, colleagues, parents and the wider school community in a manner that is professional, collaborative, supportive, and based on trust and respect
- Working in a collaborative manner in the interest of sharing, developing and supporting good practice and providing the highest quality of educational experiences for our pupils
- Being committed to continuous professional development and reflecting on and critically evaluating our practice in order to ensure best practice
- Being connected to our local community and being supportive of local initiatives
- An cultúr agus an teanga gaelach a chothú agus a úsáid

3. Admission Statement

Scoil Chroí 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.

Age

All pupils must have reached their fourth birthday before they can be allowed to attend primary school. Scoil Chroí Naofa will not consider applications in relation to children who do not meet this requirement

The school recommends that a child who reaches their fourth birthday following 1st April of the relevant year should consider waiting until the following year before starting school.

Single gender schools

Scoil Chroí Naofa teaches all classes from Junior Infants to Sixth class. It provides a co-educational setting for pupils from Junior Infants to 1st class (inclusive). From Second Class up to Sixth Class (inclusive) Scoil Chroí Naofa is an all-girls school and does not discriminate where it refuses to admit a pupil applying for admission to this school.

All denominational schools

Scoil Chroí 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 of Christian Faith and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 5](#) 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

A school that admits students of one gender only

From Second Class up to Sixth Class (inclusive) Scoil Chroí Naofa provides education exclusively for girls and may refuse to admit as a pupil a person who is not of the gender provided for by this school.

All denominational schools

Scoil Chroí Naofa is a Catholic School and may refuse to admit as a student a person who is not of Christian Faith where it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Chroí Naofa, while mindful of its catholic ethos, welcomes children of all denominations, subject to there being places available in the relevant class. As a general principle and insofar as practicable having regards to the school's admissions policy, children will be enrolled on application, provided that there is space available.

In accordance with Section 62 of the Education (admissions to school's act), the board of management of Scoil Chroí Naofa has included the following text to the schools admissions statement, as required by the Education (provision in respect of children with special educational needs) act 2022:

- Scoil Chroí 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.

- Scoil Chroí 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. 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:

- **Siblings (including step-siblings) of pupils already attending the school**
- **Children living within the town boundary**
- **Children of past pupils**
- **Children of current staff members**
- **Children whose home address is closest to the school**

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:

1. **Priority is given to the oldest child**
2. **The unsuccessful applicants are placed on a waiting list in order of priority determined by proximity of their home address to the school by road.**

6. 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, (1) siblings of a student attending or having attended the school and (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).

7. Decisions on applications

All decisions on applications for admission to Scoil Chroí 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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.

The Board of Management will have regard for relevant Department of Education guidelines in relation to class size and staffing provisions and / or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children. While recognising the right of parents to seek to enrol their child(ren) in the school of their choice, the Board of Management of Scoil Chroí Naofa must also respect the rights of the existing school community and, in particular, the children already enrolled in the school. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children.

The Board of Management will determine the maximum number of children in each separate classroom each year bearing in mind:

- Size of / available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational / behavioural needs
- D.E. maximum class average directives
- Resources available to the school from the Department of Education

8. 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 17](#) below for further details).

9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Chroí 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.

10. 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 Scoil Chroí 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 9](#) above.

11. 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.

12. 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 Scoil Chroí 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 Scoil Chroí 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.

13. 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.

14. 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 must confirm that they have already advised the principal of their previous school of their move to Scoil Chroí Naofa
- Maximum number of pupils in the given standard has not been reached, so there is room in that class
- If there are 2 classes for the given standard the new pupil will be assigned to the class with the least number of pupils
- The school will not however enrol any child into Sixth class, where that child has already completed Sixth class in another school.

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:

- Applications for enrolment after the commencement of the school year in which admission is sought will be processed in line with this policy subject to there being space available in the appropriate class.

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

The board of Scoil Chroí 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents 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:

- Students will be given work by their teacher which they can complete while the class are receiving religious instruction
- Where the class are attending a religious service (either in the school or outside of the school) the students will be assigned alternative work by their teacher and supervised.

17. Reviews/appeals

Review of decisions by the board of Management

The parent 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.

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, 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 to 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.

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.

Ratified by Board of Management on: **07/12/2020**

Signed: *Bernie Ryan* (Chairperson)

Signed: *Fergal Naughton* (Principal)

Reviewed & re-ratified by Board of Management: **November 2021**

Reviewed: **December 2022**