

Scoil Mhuire Maigh Cuilinn



Polasaí Cláraithe Enrolment/Admissions Policy 2022

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 [date]. 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 Mhuire's admission process are set out in the school's **Annual Admission Notice (Appendix 1)** 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 for Admission Form (Appendix 2)** 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

General School Information

Scoil Mhuire is a Catholic, co-educational primary school, catering for children from Junior Infants to 6th Class. Although the main medium of instruction is English, the school is proud of its Gaeltacht heritage, firmly believes in the advantages of bilingualism and is committed to the preservation and advancement of Irish as a living language. At present, the teaching staff consists of a Principal Teacher, 16 mainstream class teachers, 7 Special Education Teachers and 7 Special Needs Assistants. A full range of subjects is taught in the school in accordance with the Primary School Curriculum. The school has a Code of Behaviour/Discipline which is available in the School Handbook, on request from the school office and for download on the school website www.moycullencentralschool.ie All children enrolled in the school (and, by extension, their parents/guardians) are expected to comply with and support the school's Code of Behaviour, as well as other school policies.

The school is staffed in accordance with the standard pupil – teacher ratios and special educational teaching hours sanctioned by the Department of Education and Skills. The school depends on the grants and teacher resources provided by the Department of Education and Skills and operates within its regulations. The School Curriculum is as prescribed by the DES, and may be amended from time to time.

Mission Statement

The Board of Management and staff of Scoil Mhuire, Maigh Cuilinn are dedicated to the creation of a pleasant, relaxed, safe, controlled learning environment providing for the personal, social, intellectual, moral and spiritual development of each child. We wish to enable each child to realize his/her maximum potential, to develop self-confidence, security and to develop as a well-adjusted human being and responsible citizen.

Ethos

Scoil Mhuire is a co-educational Catholic National School under the patronage of the Bishop of Galway, Kilfenora and Kilmacduagh. Together with the Board of Management, the parents and the parish community, we provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and prepare them for the reception of the sacraments of Penance, Holy Communion and Confirmation. We promote the formation of the pupils in the Catholic Faith in a manner that is welcoming to and inclusive of the presence of pupils committed to other religious traditions and none.

Our Christian ethos also informs our actions, attitudes and practices on a day to day basis. Children of other religions and those who do not hold any religious beliefs are made welcome in Scoil Mhuire in a respectful and inclusive manner.

3. Admission Statement

Scoil Mhuire 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
- (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.

Scoil Mhuire is a school the objective of which is to provide education in an environment which promotes certain religious values (Roman Catholic) 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.

Scoil Mhuire will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 Mhuire will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Scoil Mhuire is a Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

Parents interested in enrolling their children in Scoil Mhuire are welcome to contact the school at any stage to inquire about the process. Please note that telephone calls, emails or personal school visits concerning enrolment will be facilitated but are not, of themselves, enrolment applications.

The Board of Management strongly recommends that applicant children are at least four years of age on or before 30th April of the school commencement year. It should be noted that any child who has not reached his/her 4th birthday on the 1st day of the school year for which application is sought cannot be enrolled.

The Application for Admission Forms is available on request from the school or may be downloaded from our website. The submission of an Application for Admission Form does not confer a right to enrolment.

Applications for admission to Junior Infant Class will be accepted from 1st October to 7th January of the school year preceding that in which the child is due to start school, i.e. from 1st October to 7th January for a place in Junior Infants for the following September. The school will communicate this timeframe each year via its Admissions Notice.

Any parent/guardian wishing to enrol a child in Junior Infants **must**:

- Complete an Application for Admission Form (available on the school's website or in hard copy from the school office) signed and dated by one or both parents/guardians, and submit it to the Principal. A separate Application for Admission Form must be completed for each applicant
- Submit the Application for Admission form within the prescribed timeframe (see above)
- Provide the school with a copy of the child's **Birth Certificate**
- Provide the school with parents/guardians **Proof of Address at the time of application**

Failure to provide these documents will render an application incomplete.

Any parent/guardian wishing to enrol a child in Junior Infants **should**, if applicable:

- Provide the school with a copy of the child's Baptismal Certificate

- Provide the school with any other relevant reports relating to the child, e.g. Speech and Language Report, Educational Psychological Report, Occupational Therapy Report, Medical Report (if relevant.)
Provision of these documents will assist us in meeting the applicant's needs.

The Board of Management will reply to all Junior Infant applications within 21 days of the closing date for applications.

Successful applicants **will be expected to:**

- Complete and submit a **My Child's Profile Form** signed and dated by one or both parents/guardians (this is sent to parents/guardians once the place offered to their child has been accepted by them in writing.)
- Submit a **Pre School Transfer Form** that has been completed and signed by the Pre School(s) attended by the child (this is sent to parents/guardians once the place offered to their child has been accepted by them in writing.)
Submission of these forms will assist the school in constituting classes and meeting the applicant's needs.

5. Oversubscription

Department of Education and Skills Circular 0018/2020 states that:

the primary staffing schedule will continue to operate on the basis of a general average of 1 classroom teacher for every 26 pupils for the 2020/21 school year.

In line with this, **from the start of the 2022/23 school year onwards, an Upper Limit for Enrolment in Junior Infant Classes in Scoil Mhuire of 52 pupils will apply.**

The Upper Limit for Enrolment in Scoil Mhuire for the 2022/23 school year is a Whole School Enrolment number of 416 pupils, comprising 52 places reserved for Junior Infants up to the end of the previous academic year, i.e. 52 places reserved in Junior Infants until 31st August 2022, plus 364 places in other classes, Senior Infants to 6th Class.

In the event that any of the 52 places reserved for Junior Infants remain unfilled after 1st June 2022, these will be subsumed into the places available in other classes, Senior Infants to 6th Class.

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:

Priority	Criteria
1	Siblings of the same household of pupils already attending the school or who have attended the school in the past.
2	Children of current teaching and ancillary staff.
3	Children of parents who are past pupils of Scoil Mhuire (the school will only apply this criteria to a maximum of 25% of the available.) Also included in

	this criterion are children whose parents are past pupils of Loughwell National School .
4	Children of families whose primary residence at the time of application would have been in the catchment area of Loughwell National School , which was amalgamated with Scoil Mhuire in 1979. This would include the townlands of Poll, Cnoc an Locha, Cnoc, Cnoc ar Eas Thoir, Leamhchoill, Leitir Fraoigh, Fionnasclainn, Sliabh an Aonaigh, Tulach na nUan, Liath Leitir and Caoch.
5	Children of families whose primary residence at the time of application is inside the immediate area of Moycullen Parish.
6	All other applicants.

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:

Places will be allocated on the basis of age, starting with the oldest applicant, until all the places are allocated.

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, other than in relation to a student's prior attendance at:
 - I. an early intervention class, or
 - II. an early start pre-school, specified in a list published by the Minister from time to time
- (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) the date and time on which an application for admission was received by the school, 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

7. Decisions on Applications

All decisions on applications for admission to Scoil Mhuire will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice
- 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.

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 15](#) below for further details).

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Scoil Mhuire, 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.

Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning the **Admission Acceptance Form (Appendix 3)** to the school **within 14 days of the date of offer**. Failure to do so will result in the offer of a place being withdrawn, requiring parents/guardians to restart the enrolment process, should they still wish to enrol their child(ren) in the school.

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 Mhuire where:

- (i) It is established that information contained in the application is false or misleading. Where this comes to light subsequent to a place having been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case whereby an applicant has been placed on a waiting list due to the school being oversubscribed at the time of application, this will result in the applicant's removal from the waiting list.
- (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/guardian 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. Scoil Mhuire acknowledges its statutory obligations as a Data Controller under the Data Protection Act 2018. The School will process personal data in line with our Data Protection Policy. Personal data obtained for the purposes of processing admissions will be used and disclosed appropriately, according to Data Protection Principles.

The school will make every reasonable effort to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up-to-date. A copy of all personal data retained as part of the admissions process will be made available to the data subject on receipt of a written request to the Principal.

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 Mhuire 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 Mhuire is in the order of priority assigned to the students' applications after the school has applied the selection criteria as outlined in [section 5](#), 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.

If any places in Junior Infants for a given academic year remain unfilled (after the initial round of applications received from 1st October to 7th January, have been processed) applications for places in Junior Infants will continue to be accepted until 1st June on the basis of the number of available places as per the school's Admission Notice **(52 places.)**

After 1st June, any places in Junior Infants that have not been filled will be subsumed into the places available in ALL CLASSES in the school, as per the school's Upper Limit for Whole School Enrolment.

An absolute limit of 52 Junior Infant places will apply at all times.

The school's Upper Limit for Whole School Enrolment of 416 pupils will apply at all times.

14. Procedures for Admission of Students to Other Years and During the School Year

Parents wishing to enrol their children in Scoil Mhuire are welcome to inquire regarding the process at any stage by contacting the school. It is important to note that telephone calls, emails or personal school visits concerning enrolment will be facilitated but are not, of themselves, enrolment applications.

Application for Admission Forms are available on request from the school or may be downloaded from our website. The submission of an Application for Admission Form does not confer a right to enrolment.

The school does not accept applications for years other than:

- the school year immediately following the school year during which the application is made, **A below**
- the school year during which the application is made, **B below**

A: The procedures of the school in relation to the admission of students who are not already admitted to the school to classes other than the school's intake group (i.e. Senior Infants to 6th Class) for admission to the school **in the school year immediately following the school year during which the application is made** (i.e. admission to the school FOR THE NEXT SCHOOL YEAR) are as follows:

Applications for enrolment in classes other than the school's intake group will be accepted from 25th April to the end of the school year immediately preceding the school year for which enrolment is sought (5:00 p.m. on the evening preceding the re-opening of the school after the summer holidays)

Applications will be processed on a first-come-first-served basis. In the event that the number of applicants on a particular date exceeds the number of available places on that date, the selection criteria as outlined in [section 5](#) above will be applied. The unsuccessful applicant(s) will be placed on a waiting list, which will expire at the end of the academic year in which admission is sought.

Written notification of the Board of Management's decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided.

B: 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** (i.e. admission to the school during THE CURRENT SCHOOL YEAR) are as follows:

Applications for enrolment in respect of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, will be accepted from the beginning of that school year until 1st April of that school year.

Applications will be processed on a first-come-first-served basis. In the event that the number of applicants on a particular date exceeds the number of available places on that date, the selection criteria as outlined in [section 5](#) above will be applied. The unsuccessful applicant(s) will be placed on a waiting list, which will expire at the end of that particular academic year.

Written notification of the Board of Management's decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided.

The following relates to both A and B

Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning the Admission Acceptance Form to the school **within 14 days of the date of offer**. Failure to do so will result in the offer of a place being withdrawn, requiring parents/guardians to restart the enrolment process, should they still wish to enrol their child(ren) in the school.

Any parent/guardian wishing to enrol a child **must**:

- Complete an Application for Admission Form (available on the school's website or in hard copy from the school office) signed and dated by one or both parents/guardians, and submit it to the Principal. A separate Application for Admission Form must be completed for each applicant
- Provide the school with a copy of the child's **Birth Certificate**
- Provide the school with parents/guardians **Proof of Address at the time of application**

Failure to provide these documents will render an application incomplete.

Any parent/guardian wishing to enrol a child **should**, where applicable:

- Provide the school with a copy of the child's Baptismal Certificate
- Provide the school with the child's most recent school report and, if applicable, provide the school with any other relevant reports relating to the child, e.g. Speech and Language Report, Educational Psychological Report, Occupational Therapy Report, Medical Report (if relevant) IEP, IPLP.

Provision of these documents will assist us in meeting the applicant's needs.

Circumstances in which offers may not be made or may be withdrawn

- The school is oversubscribed (see Oversubscription below)
- Applications that are incomplete, not signed, not dated and/or do not include the required documentation will not be processed. Such forms will be returned to the applicant, with advice on how/why the application was incomplete and an invitation to submit a complete application.
- Failure by a parent/guardian to confirm in writing that the school's Code of Behaviour is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such code by the student, will result in the offer of a place not being made to the applicant
- Application for Admission Forms not submitted within the prescribed timeframe (see above) will not be processed. They will be returned to the sender with advice regarding the prescribed timeframe.
- Offers of places to applicants not accepted within 14 days of the date of offer will be withdrawn.

- Submission of false or misleading information on an Application for Admission Form or in attached documentation will render the application void. Where this comes to light subsequent to a place having been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case whereby an applicant has been placed on a waiting list due to the school being oversubscribed at the time of application, this will result in the applicant's removal from the waiting list.

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 15](#) below for further details).

Oversubscription

The Upper Limit for Enrolment in Scoil Mhuire for the 2022/23 school year is a Whole School Enrolment number of 416 pupils, comprising 52 places reserved for Junior Infants up to the end of the previous academic year, i.e. 52 places reserved in Junior Infants until 31st August 2022, plus 364 places in other classes, Senior Infants to 6th Class.

In the event that any of the 52 places reserved for Junior Infants remain unfilled after 1st June 2022, these will be subsumed into the places available in other classes, Senior Infants to 6th Class.

Applicants who are not successful in securing a place on the basis of the school being oversubscribed at the time of application will be placed on a waiting list in date order of receipt of completed applications.

A place on the waiting list expires at the end of the academic year for which the application was made. Incomplete applications will not be considered and applicants will not be placed on the waiting list.

Considerations

When considering the placement of a student in a particular class in the school, the following will be taken into account:

- That the class into which admission is sought has adequate capacity
- That teaching and learning in the class in question is not adversely affected, taking all relevant circumstances into account, e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural care needs, space in classrooms, health and safety considerations etc.
- That the applicant is enrolling in an age appropriate class

15. Declaration in relation to the Non-Charging of Fees

Neither the Board of Management of Scoil Mhuire nor any persons acting on its behalf will charge fees for or seek payment or contributions (howsoever described) as a condition of:

- An application for admission of a student to the school, or
- The admission or continued enrolment of a student in the school.

16. Arrangements regarding Students not attending Religious Instruction

The following are the school's arrangements for students, where the parents/guardians have requested that the student attend the school without attending religious instruction in the school. These arrangements will not, by any unilateral action of the school, result in a reduction in the school day of such students:

Scoil Mhuire is a Catholic school. Our ethos informs our actions, attitudes and practices on a day to day basis. Symbols and elements of our Catholic faith are visible throughout the school environment.

Religious instruction takes place in each classroom, each day. Prayers are said and religious songs are sung at various times, as necessary.

Pupils in relevant classes are prepared to receive the sacraments of Penance, Eucharist and Confirmation.

At various times throughout the school year, pupils participate in religious ceremonies in the classroom, the school hall and the church.

Pupils of other faiths and none are welcomed in Scoil Mhuire and are accommodated as far as is reasonably possible, with due regard to the ethos of the school and contingent on other practical, logistical considerations.

The parents/guardians of a pupil applying for admission to our school, who wish to have accommodations put in place for their child(ren) with regard to religious instruction should:

- Indicate this on the Application for Enrolment Form in the section marked *Other Relevant Information*
- Discuss the issue of their child's participation in religion at a meeting before their child joins the class. At this meeting, the parents/guardians and the teacher should clarify the child's level of participation in religion.

The school will make the following accommodations for children not participating in religious instruction:

- The child will not be required to say prayers or sing religious songs or hymns with the rest of the class. He/she will, however, be expected to show an appropriate level of respect while the other pupils of the class are at prayer or singing.
- The child will not be required to prepare for or participate in the sacraments. The child is, however, by prior agreement with his/her parents/guardians, welcome to:
 - assist his/her classmates in their preparations, e.g. artwork, music, collation and preparation of booklets
 - attend such ceremonies with his/her class as a non-participating guest
 - be part of all subsequent parties and celebrations, e.g. the First Communion Party

- The child will not be required to participate in the formal religious instruction class. The child must, however, remain present in the classroom for the duration of the class. Activities may be assigned to the child for the duration of the class, such as:
 - reading for pleasure/entertainment (library book)
 - reading or written activities based upon his/her own religion (these are to be provided by the child's parents/guardians)
 - other reading or written activities as agreed between the parents/guardians and the teacher, i.e. independent project work. This may not include the use of iPads or Chromebooks
- The teacher will not assign academic exercises to the child for the duration of the formal religious instruction class
- The child may remain in his/her seat or move to another seat in the class for the duration of the formal religious instruction class, as agreed between the parents/guardians and the teacher
- The child will not be required to complete any homework assignments arising from religious instruction
- The teacher will not assign other homework assignments as an alternative to homework assignments arising from religious instruction
- The child will not be required to attend religious ceremonies such as mass or adoration in the church. He/she may:
 - when all classes are attending church, remain in the school with other non-participating children under the supervision of a teacher
 - when his/her own class is among a number of classes attending church, remain in the school with another class group, under the supervision of that class teacher
 - alternatively, and by prior agreement with the child's parents/guardians, he/she may accompany his/her class to the church and bring a book to read

17. Retention of a Place after 20 Consecutive Days of Absence

As per DES Circular 0028/2013: a pupil must be struck off the Roll Book (Leabhar Rolla) as soon as (i) the teacher becomes aware that the pupil has left the school or (ii) on the first Monday following an absence of 20 consecutive school days.

However, Section 20 of the Education (Welfare Act), 2000 requires that a child's name must remain on the school Register (Clárleabhar) until such time as the Principal receives the required notification from another school, or from the NEWB (TUSLA) in accordance with the Act.

Accordingly, in cases where the school has not received such notification from another school, or from the NEWB (TUSLA), the place of a pupil whose name has been removed from the Roll will remain on the Register and be counted as part of the school's overall enrolment figure, for the purposes of processing admissions.

In cases where, during a given academic year, the school is informed in writing by parents/guardians that a pupil will be residing in another country, and the school has:

- received no notification regarding the pupil's enrolment from a school in the country in question

or

- received no confirmation in writing from parents/guardians that the pupil will be returning to the school for the coming academic year

the pupil's name will remain on the school Register until 31st August of the school year in question, after which time it will be removed from the School Register and the place made available to applicants, or a pupil on the waiting list.

- In cases where the school has received confirmation in writing from parents/guardians that the child will be returning to the school for the coming academic year, and the child has not returned by 15th September of that year, the pupil's name will be removed from the School Register and the place made available to applicants, or a pupil on the waiting list.

18. Retention of Pupils in the Same Grade

In exceptional circumstances, the retention of a pupil at the same grade (a pupil repeating a year instead of progressing to the next grade) may result in the school's Whole School Upper Limit for Enrolment of the Upper Limit for Enrolment in Junior Infant Classes being exceeded. This the only circumstance in which the school will allow the aforementioned limits to be exceeded.

Please refer to DES Circular 0032/2003 for more information on The Retention of Pupils in the Same Grade in Primary Schools.

19. Reviews/Appeals

Review of decisions by the Board of Management

The parents/guardians of the student may request the Board of Management 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 of Management 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 **within 21 days of the date of issuance of the school's refusal of admission**, 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 parents/guardians 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 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 **within 21 days of the date of issuance of the school's refusal of admission 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.


Implementation/Ratification and Review

The Board of Management will monitor the implementation of all aspects of this Policy and review and update it as necessitated by legislative requirements and those of the Department of Education and Skills and our Patron.

The Board of Management will conduct an annual review of the school's Admissions Policy as soon as possible following the publication by the Department of Education and Skills of the Primary Staffing Schedule for the following school year, at which the Upper Limit for Enrolment in Scoil Mhuire for the following school year will be set.

This policy was drafted by the Board of Management and has been submitted to our Patron. This policy is available to view on the school's website and in hard copy from the school office on request.

Signed:



Christopher O'Neill
Chairperson B.O.M.



Terry Kavanagh
Principal