

Admission Policy

Scoil Aiséirí Chríost,

Farranree,

Cork

Roll Number: 20038N



***Under the Patronage of the Bishop of Cork
and Ross, Bishop Fintan Gavin, and the
Trusteeship of the Presentation Sisters,
South West Province.***

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 parent/guardians of children attending the school.

The policy was approved by the school patron on 25th September 2020. It was reviewed in April 2021 when Scoil Aiséirí Chríost was granted permission to open a Special Class. It was further amended in December 2022 as required by the Education (provision in respect of children with special educational needs) Act 2022. 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 Aiséirí Chríost 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

Scoil Aiséirí Chríost is a Catholic All Girls primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross, Bishop Fintan Gavin and the trusteeship of the Presentation Sisters, South West Province.

“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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Aiséirí Chríost 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. Within the context and parameters of Department regulations and programmes, the funding and resources available, Scoil Aiséirí Chríost supports the principles of:

- Inclusivity (particularly with reference to children with disabilities or special educational needs)
- Equality of access and participation in the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Parental/Guardian rights to enroll their children in the school of their choice; this in the context of the existing school community and the rights of the children already enrolled.

Mission statement of Scoil Aiséirí Chríost:

‘Cherishing children in our care, celebrating their uniqueness and providing a holistic education enabling them to lead fulfilling and happy lives’

3. Admission Statement

Scoil Aiséirí Chríost 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. Scoil Aiséirí Chríost is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- (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.

Scoil Aiséirí Chríost 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 Aiséirí Chríost 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.

Schools with special education class(es)

Scoil Aiséirí Chríost is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for pupils with a category of special educational needs specified by the Minister and may refuse to admit to the class a pupil who does not have the category of needs specified.

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

Scoil Aiséirí Chríost with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for pupils with a diagnosis of Autism meeting DSM IV/V or ICD10 diagnostic criteria. The class is for all pupils who meet these criteria irrespective of cognitive ability.

5. Admission of Students

School with Special Education Class

The special class attached to Scoil Aiséirí Chríost provides an education for pupils with a diagnosis of Autism meeting DSM IV/V or ICD10 diagnostic criteria and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Junior Infant Enrolment Procedure

The registration process is initiated on receipt by Scoil Aiséirí Chríost of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address, P.P.S number and telephone contact number are recorded in Scoil Aiséirí Chríost's Record of Applications, and an acknowledgement 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 Scoil Aiséirí Chríost Record of Applications means that an application will be considered in early February of the relevant enrolment year, and 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 of Management, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board of Management, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Upon enrolment, parent(s)/guardians will be required to sign the following documentation:

1. Scoil Aiséirí Chríost School Rules
2. Pink P.O.D form
3. Social, Personal and Health Education Lessons Consent Form
4. Acceptable Use Policy (For the use of technology/internet)
5. Pupil Profile Information – (Medical details, emergency contacts etc.)

These may be added to and revised from time to time.

All information will be collected and stored in line with the principles of G.D.P.R.

Application for immediate admission in the current school year

- Application forms are available from the school secretary.
- Failure to fully complete forms or return them in a timely manner may result in refusal to admit the applicant.

Please note:

Applications for admission to Junior Infant Class must be made by the 1st of February of the year in which it is expected that the child will start school.

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/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
Scoil Aiséirí Chríost provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this 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:

In the event that there are two or more students tied for a place or places in any of the selection criteria categories below (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Junior Infant Enrolment Criteria

If the number of applicants exceeds the number of places available, the following criteria are used to allocate places for the intake group:

1. Families whose primary residence is in the immediate areas of Farranree Parish, starting closest to and radiating outwards from the school within the Parish, or are in the process of moving to the Parish.
2. Siblings of those who are attending/ have attended Scoil Aiséirí Chríost.
3. Children who attended the Scoil Aiséirí Chríost Early Start Pre-school.
4. Children whose parent(s)/guardians or grandparents have attended Scoil Aiséirí Chríost.

In the event that the number of applications from children attending schools within the above-defined catchment area exceeds the number of remaining available places, these places will be allocated on the basis of a lottery

confined to applications from girls from within the above-defined catchment area. This lottery will be supervised by two observers, external to the school. In this circumstance, children (from within the catchment area) who are not allocated a place at this stage, will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Subsequent places on the waiting list will be filled in the order in which applicants are drawn in a lottery of all remaining valid applicants (i.e. girls from outside the defined catchment area.)

Criteria for Enrolment to Senior Infants to 6th Classes

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th classes.

1. Families whose primary residence is in the immediate areas of Farranree Parish, starting closest to and radiating outwards from the school within the Parish, or are in the process of moving to the Parish.
2. Siblings of those who are attending/ have attended Scoil Aiséirí Chríost
3. Children who attended the Scoil Aiséirí Chríost Early Start Pre-school.
4. Children whose parent(s)/guardians or grandparents have attended Scoil Aiséirí Chríost. (In relation to 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).

In the event that the number of applications from children attending schools within the above-defined catchment area exceeds the number of remaining available places, these places will be allocated on the basis of a lottery confined to applications from girls from within the above-defined catchment area. This lottery will be supervised by two observers, external to the school. In this circumstance, children (from within the catchment area) who are not allocated a place at this stage, will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Subsequent places on the waiting list will be filled in the order in which applicants are drawn in a lottery of all remaining valid applicants (i.e. girls from outside the defined catchment area.)

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, (other than in relation to a student's prior attendance at the Scoil Aiséirí Chríost Early Start Pre-school)
- (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 parent(s)/guardians;
- (e) a requirement that a student, or her parent(s)/guardians, 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 her family attending or having previously attended the school (other than (1) siblings of a student attending or having attended the school and /or (2) parents or grandparents of a student having attended the school).

Note: In relation to point (2), 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 Scoil Aiséirí Chríost 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 Scoil Aiséirí Chríost, 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 Scoil Aiseirí Chríost 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 or 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.

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 for the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Aiséirí Chríost 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 Aiséirí Chríost 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 a 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 classes and during the school year

The registration process is initiated on receipt by Scoil Aiséirí Chríost of a completed application form which is available from the School Secretary. This form must be signed and dated by one or both parent(s)/guardians. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address, P.P.S number and telephone contact number are recorded in Scoil Aiséirí Chríost's Record of Applications, and an acknowledgement 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.

The applicant will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998

Application for immediate admission in the current school year

- Application forms are available from the school secretary.
- Failure to fully complete forms or return them in a timely manner may result in refusal to admit the applicant.
- Parents/Guardians are invited to meet with the Principal to discuss possible enrolment.

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

The board of Scoil Aiséirí Chríost or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students whose parent(s)/guardian (s) has requested that the student attend Scoil Aiséirí Chríost without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.

A child whose parent/guardian does not wish her to participate in religious instruction may remain in the class and work on an appropriate curricular activity.

A written request should be made to the Principal of the school. A meeting may then be arranged with the parent(s)/guardian(s) or the student, as the case may be, to discuss this arrangement.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent(s)/guardian(s) 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 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(s)/guardian(s) 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 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.

Ratified by the Board of Management on: 14th of December 2022

Signed by the Chairperson of the Board of Management:

