

# Admission/Enrolment Policy

for Scoil Einde BNS, Dr. Mannix Road, Salthill, Galway

Roll Number: 18929N

School Patron: Bishop Michael Duignan

## 1. Introduction

This Admission Policy (hereafter called 'the policy') complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. The policy was drawn up in consultation with the staff, parents and The Board of Management (BOM) of Scoil Einde, Salthill (hereafter called 'the school'). The policy was approved by the school Patron. It is published on the school's website [www.scoileindesalthill.ie](http://www.scoileindesalthill.ie) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Einde'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/enrolment 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 Éinde is a Catholic boys' school, from 2nd to 6th class with a Catholic ethos under the patronage of the Bishop of Galway, Kilmacduagh and Kilfenora, Bishop Brendan Kelly.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at providing:-

- 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 Éinde 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.

Scoil Éinde is committed to an education that fosters personal growth, self-worth and openness to the spiritual dimension of life for all its children. The Board of Management reserves its right to promote and uphold a Catholic ethos under Section 7 (3) of the Equal Status Act, while also recognising, respecting and welcoming the diversity of values, beliefs, traditions and ways of life in our society.

The policy is based on the principles of

- Inclusiveness and non-discrimination
- Equality of access and participation in the school
- Parental choice in relation to enrolment and
- Respect for the diversity of values, beliefs, traditions, languages in the community

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of the school is also responsible for upholding the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. size of / available space in classrooms
- b. DES maximum class average directives

### **Policy Aims**

This policy aims to ensure that the appropriate procedures are in place to enable the school to:-

- Comply with the relevant legislation affecting the policy, primarily the Education Act (1998), the Education Welfare Act (2000), Equal Status Act 2000, The Education for Persons with Special Education Needs Act (2002, the Education Act (2018) and other relevant legislation.
- Ensure that all children have equal right to an education in an atmosphere that is supportive of their physical, emotional, moral, social and intellectual development
- Make decisions on all applications in an open and transparent manner, consistent with its ethos, the mission statement of the school and legislative requirements
- Develop an effective relationship between children, parents and school staff

This policy is devised to clarify for the school community of the school, the criteria for access to, participation in and the continuing educational achievement of their children. In formulating this enrolment policy, the Board of Management is conscious of the need to adhere to regulations of the Department of Education and Skills, while taking into account the space available in classrooms.

### **3. Admission Statement**

Scoil Éinde will not discriminate in its admission of a student to the school on any of the following grounds:-

- 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.

Scoil Éinde is a boys' Primary School and does not discriminate where it refuses to admit a girl applying for admission to any class from Second to Sixth.

Scoil Éinde is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Scoil Éinde 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**

Scoil Éinde is a mainstream school. It does not have a Special Class or an ASD Class. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teachers with the support of the Special Education Team.

## 5. **Admission of Students**

The 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

Scoil Éinde provides education for boys from 2nd up to sixth class and may refuse to admit as a student who is not of the gender provided for by this school from Second to Sixth Class.

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

(Note for parents – the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018).

## 6. **Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criterion 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.

**Table 1; Criteria for prioritisation of offers of enrolment**

Priority	Criterion
	<b>Brothers of children already attending this school</b>
	<b>Brothers and children of past pupils</b>
	<b>Children resident in the Parish</b>
	<b>Children of staff members</b>
	<b>Children who are not resident in the Parish</b>

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), places will be offered on the following basis:-

For admissions to second class in the scenario where the school is oversubscribed, the Board of Management will apply the selection criteria above, in the order of priority in which they are listed and in the event of a tie for the final place the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth the Board of Management will draw lots between these tied applicants for the last place and will keep the remaining applicants on a waiting list for cancellations arising before the school year begins.

## **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 where the school has included a selection criteria based on siblings of a student attending or having attended the school – see Table 1 above).
- 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 to 31<sup>st</sup> January 2025).

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Éinde 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 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 Éinde you must include:

1. 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
2. Whether or not you have applied for an 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 Éinde where:-

1. It is established that information contained in the application is false or misleading
2. 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
3. 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
4. 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 students in relation to whom:-

1. An application for admission to the school has been received,
2. An offer of admission to the school has been made, or
3. An offer of admission to the school has been accepted.

The list may include any or all of the following:-

1. The date on which an application for admission was received by the school;
2. The date on which an offer of admission was made by the school;
3. The date on which an offer of admission was accepted by an applicant;
4. 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 Scoil Éinde 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 Éinde 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. 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:-**

Children from third class to 6th class may be enrolled at any time before the commencement of the school year, subject to availability of space and the provisions of the Education Welfare Act 2000. Children who are already established in another school outside the area will be allowed to transfer to the school subject to a place being available. The Board of Management reserves the right to determine the maximum number of children in each separate classroom. The child must also fit the age profile for the class into which the child wishes to enter regardless of what class they were in in their previous school. Both parents/ guardians must sign the application form, where possible. If there is a waiting list, the child will be added to this list and a place will only be offered in accordance with this waiting list.

**The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:-**

Children who are not already admitted to the school after the commencement of the school year in which admission is sought may be enrolled during the school year, subject to availability of space and the provisions of the Education Welfare Act 2000. Children who are already established in another school outside the area will be allowed to transfer to the school subject to a place being available. The Board of Management reserves the right to determine the maximum number of children in each separate classroom. The child must also fit the age profile for the class into which the child wishes to enter regardless of what class they were in in their previous school. Both parents/ guardians must sign the application form, where possible. If there is a waiting list the child will be added to this list and a place will only be offered in accordance with this waiting list. However, we will recommend that where possible, applicants seeking places after September 30<sup>th</sup> each year and whose children are attending schools in the locality retain their children in their current schools until the end of the instructional term (i.e. end of October, December, March).

**Other important information for Parents/Guardians regarding enrolment procedures for all children in the second class intake group and children being admitted to classes other than the school's intake group:-**

Parents/Guardians are responsible for:-

- i. The validity and accuracy of all the information on the Application Form.
- ii. Informing the school of any change in the contact details provided
- iii. Ensuring that their children cooperate with school policies.

If a legal guardian objects to a child's enrolment in the school, the school cannot accept the child (unless a court order is subsequently produced stating that the child can be admitted to the school or the legal guardian subsequently agrees to the child's enrolment in the school).

**Annual Admission Notice for second class**

Prior to accepting applications for enrolment of second class, the school will publish an Annual Admission Notice. This will be published in a local paper (Galway Advertiser or Tribune), our school's website [www.scoileindesalthill.ie](http://www.scoileindesalthill.ie) Parish newsletter and by email from the school to existing families and to those who have lodged expressions of interest with the school. This will provide information on the Admission Policy and Application Form. It will also provide the key dates for parents in enrolling their child. Parents/guardians will be given a minimum of three weeks' notice to submit their child's application form. Please note that, from now on, submitting applications for very young children will not confer any extra priority for admission to the school. A new list will be compiled for each school year following the publication of the Annual Admission Notice.

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

The Board of Scoil Éinde or any person 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. 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:-**

- a written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s), to discuss how the request may be accommodated by the school. These arrangements will not result in a reduction in the school day of such students.



## 18. 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 29 B 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 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 29 B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

**19. Evaluation, Monitoring and Review**

The BoM will evaluate and review all aspects of the policy and amend as required. The policy will also be reviewed annually. The Principal will report to the BOM on the enrolment process and especially where an applicant is refused admission.

**20. Ratification and Communication**

This policy was ratified by the BoM January 2023 and communicated to the school community via the school's website. Hard copies are available on request. This policy supersedes all previous enrolment and admission policies.

**21.** “**Scoil Einde** 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 Einde will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

**Chairperson, Board of Management**  
**Fr. Gerry Jennings**

**Date: January 2023**