

## **Admission Policy of Glinsk N.S.**

**School Address: Glinsk, Via Castlerea, Co. Galway**

**Roll number: 19841E**

**School Patron/s: Bishop of Elphin Diocese**

### **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 31<sup>st</sup> of August 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Glinsk N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

Glinsk N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Elphin Kevin Doran

"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 Glink N.S. 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.

Insert details here of the Mission Statement and general objectives of the school.

#### **Mission Statement:**

- Our mission is to provide opportunities for children to experience their world, to respect themselves and others, to respect their environment, and to appreciate and understand their cultural heritage.
- Our mission is to provide an atmosphere where children can develop socially, emotionally, physically, academically and spiritually.
- Our mission is to ensure that each individual is allowed to develop to the best of his/her potential, accepting the varying abilities of each child.
- Our mission is to provide a relaxed atmosphere with a deep sense of community where surprise, challenge, hard work, celebration, humour and satisfaction is the natural order of the day for all.
- Our mission is to value and affirm the role of Parents and to create an infrastructure that allows Parents to be active participants in the life of the school.
- Our mission is to value the fact that our School is part of a community to which the school can both give and receive.

#### **School Philosophy**

- To create learning experiences through which all our children can attain high standards in all areas of the curriculum
- To create a stimulating, exciting learning environments
- To create an environment where each child feels cared for and secure and values himself/ herself and others
- To create a sense of community, culture and environment
- To create close partnership with parents and the community in general
- To create an atmosphere where pupils, parents and community feel a sense of belonging to their school and sense of loyalty

## **Aims and Objectives**

### **Aims:**

- Our school aims to provide each child with a balanced education to enable each child to develop his/ her skills to live a full life as a child
- This is provided in a caring and kind environment where each child learns to treat each other with charity, justice & patience
- The school provided a Catholic and Christian education for each child while it recognises and respects other faiths and religions
- Our school recognises the importance of our Irish culture and incorporates music, language, sport, and dancing & customs into each child's education

### **Objectives:**

- To provide each child with the best possible education in their formative years
- To foster a spirit of co-operation in pupils
- To foster a culture of respect for each other and teachers
- To encourage a willing attitude to work among pupils
- As they grow through our school, teach them spiritual and moral values, which will remain with them to maturity
- The school values the contribution of parents, guardians and the outside community in the development of the school and the values the input of outside agencies such as psychologists, Gardaí, nurses, doctors, dentists & social workers etc in caring for all children.
- The school values the knowledge of history, geography (local, national and international, music, singing, art, design and craft making
- The school places emphasis on the development of our national games of Gaelic as well as a wide range of other sports including soccer, swimming & basketball

## **3. Admission Statement**

Glinsk N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

**Primary schools receiving applications from applicants of a minority religion**

Glinsk N.S. 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.

**All denominational schools**

Glinsk N.S. 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. Enrolment of Children with Special Needs**

Glinsk N.S. endeavours to be an inclusive school, where equality of access is valued and where pupils are encouraged to participate to the full extent of their abilities. The school welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this policy. Pupils with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or N.C.S.E. In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and physical needs of the child relevant to her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to commencement date, make an application to the Special Education Needs Organiser to provide the resources required to meet the needs of the child as outlined in the psychological/medical report. These resources may include for example, access to or the provision of any or a combination of the following:

- Visiting teacher service
- Special needs assistant
- Specialised equipment or furniture
- Transport services or other

The Principal will meet with the Parents/Guardians of the child and will make contact with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include Parents/Guardians, Principal, Class Teacher, Special Education Teacher, Special Educational Needs Organiser or Psychologist, as appropriate.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Glinsk N.S. is a Catholic school may refuse to admit as a student a person who is not of Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Where the number of applications for Junior Infants, exceeds the number of places available, the School will offer places in the priority order of 1 through to 5 of the categories outlined below in order to determine admission into Junior Infants for up to and including 30th September of the year of admission.

Category 1: Siblings of present pupils

Category 2: Siblings of past pupils

Category 3: Applicants whose primary residence is in Glinsk parish

Category 4: Children of current school staff

Category 5. All other applicants

If an applicant falls into a number of priority categories listed above, s/he will be included in the priority category which affords her/him the highest priority.

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:

- If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled. If during this

selection process, two or more applicants have the same date of birth, the school will apply a random selection process to these applicants only, in order to establish to whom places in that category will be offered. This random selection process will be witnessed by the Board of Management.

- A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above. Where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the order of priority the applicant has been placed on the list. A place on the waiting list expires on 30th September of the year of admission.
- Incomplete applications will not be considered, and applicants will not be placed on the waiting list.
- In a particular year, an applicant may fulfil the enrolment criteria and be offered a place, and parents of the applicant may accept the place. If subsequently the applicant's parents decide not to send their child to school that particular year, the applicant's place cannot be deferred. Instead the applicant must reapply for the following year and will be offered a place if they fulfil the enrolment criteria for that following year.

## **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 categories 1 & 2 or the selection criteria
- (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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Glinsk N.S. 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 Glinsk N.S. 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 Glinsk N.S. where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Glinsk N.S 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 Glinsk N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

#### **15. Procedures for admission of students to other years and during the school year**

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 wishing to enrol into classes that already exist, or children seeking to transfer to Glinsk N.S. from other schools, are enrolled subject to this Admissions Policy and the availability of places within the school 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 needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.

It is advised that parents who seek enrolment for child/ren or who seek to transfer a child/ children from another school should apply to Glinsk N.S. in advance of the commencement of the school year. If the number of applications received exceed the number of available spaces in any class from Senior Infants to Sixth Class, then the enrolment categories outlined in the 'Enrolment Criteria for children seeking a place in Junior Infants' section will apply.

Prior to the board of management making a determination on the enrolment of a child into any class from Senior Infants to Sixth class (or Junior Infants once the academic year has started) Glinsk N.S. will post registration forms to applicants' parents / guardians and request (where applicable):

- Reports from previous schools
- Birth certificate
- Educational, psychological or other relevant reports

Parents / guardians will be informed of a decision on enrolment applications within 21 days of receiving completed applications. Applications that have not included reports requested by Glinsk N.S. will not be considered complete.

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:

- The following criteria apply when an application for enrolment during the academic year is under consideration:
  - *That optimum arrangements of existing pupils for teaching and learning purposes are maintained.*
  - *That a place exists in the relevant class(es), 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 needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.*
  - *An application to enrol will not be accepted where the existing classroom, in respect of which the application relates to, has 30 pupils.*
  - *Only pupils on the established waiting list for the relevant academic year will be accepted into Junior Infants prior to 1st October of that year (should a place become available).*
  - *An application for enrolment into Junior Infants after 1st October and for the remainder of the academic year, will only be considered where a vacancy exists, the applicant was already enrolled in another primary school and is/was in attendance at that primary school for not less than 20 school days and the maximum number in the junior classroom does not exceed 30 pupils.*

- An applicant will be enrolled in an age appropriate class where the foregoing and following criteria have been met and provided there is not a refusal to enrol:
  - *The School is provided with a fully completed, signed and dated enrolment application form which is available from the school office and on the school's website [www.glinskns.ie] together with all required documentation.*
  - *The applicant will be required to provide relevant reports, references, reports detailing the applicant's behaviour record from the school from which the applicant proposes to transfer or the School last attended by the applicant.*
  - *Failure to provide the documents referred to above will mean an application is incomplete.*
  - *A separate form must be completed for each applicant, if applicable.*
  - *Acceptance by the school office of the application does not mean that same will be processed.*
- Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be processed.
- Applicants who are not successful in securing a place 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.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.
- Written notification of the decision regarding the application will be issued to the parent(s)/ guardian(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.
- Parent(s)/ guardian(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place within 10 school days. Failure to do so will result in the place being forfeited and reallocated.
- Any contact or lobbying of school personnel or board members regarding admission will disqualify an applicant.

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

The board of Glinsk N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

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

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the

board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.