

Admission policy

Clonmellon National School

Roll No. 17089N

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 students attending the school.

The policy was approved by the school patron on 23rd June 2020. It is published on the school's website and will be made available in hardcopy to any person who requests it. This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

The relevant dates for Clonmellon NS admission process are set out in the school's Annual Admission Notice, which is published on the school's website at least one week before the commencement of the admission process for the next school year.

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

Rationale

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

- to make decisions on all applications in an open and transparent manner consistent with the Ethos/ Mission Statement of the school and legislative requirements.
- to put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

General information

| | |
|---------------------|---|
| Name of School: | Clonmellon NS |
| Address: | Clonmellon, Navan, Co Meath |
| Contact details: | Phone: 046-9433301. email: office@clonmellonns.ie, principal@clonmellonns.ie |
| Patron: | Bishop Tom Deenihan, Bishop of Meath |
| Type of School: | Co-educational, vertical (Junior Infants-Sixth) |
| Number of Teachers: | 14 |

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard to the resources and funding available.

2. Characteristic spirit and general objectives of the school

Clonmellon National School is a Catholic, co-educational, primary school with a Catholic ethos under the patronage of the Bishop of Meath, the Most Reverend Tom Deenihan.

“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 Clonmellon NS 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.

3. Admission Statement

Clonmellon NS 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.

Clonmellon NS is a school whose objective is to provide education in an environment which promotes Catholic values 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

Clonmellon NS will cooperate with the NCSE in the performance by the Council of 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 required to do so by the Council, on

the understanding that proper resources, training and accommodation must be in place before the unit may open.”

Clonmellon NS will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998

Application procedure for enrolling Junior Infant for the following September

- a) In the first week of October, Clonmellon NS will publish the **Annual Admission Notice** on the school website. This will provide parents information on dates school shall commence and cease accepting applications for the following year, date parent/s will be informed whether their application has been accepted and the timeframe within which they must accept. It will also inform parents of the number of places available in Junior Infants and include information on the number of children on the waiting list, if class was oversubscribed the previous year.
- b) At the beginning of November each year a notice is placed in the parish bulletin, the school newsletter and on the school website to inform parents that Application for Admission forms for children, due to begin Junior Infants the following September, are available from the school or on the school website.
- c) Parents/guardians, who wish to accept the place offered, are required to complete the Admission form. Admission Forms and a copy of the applicant’s birth cert must be submitted by the end of January of that school year. Incomplete forms will not be accepted.

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

This is not relevant to our school as it is a mainstream school and does not have any special classes

Clonmellon NS is a mainstream school and does not have a Special Class or ASD (Autism Spectrum Disorder) Class. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the Special Education Team. Children with special educational needs are welcome to enrol in the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. The child enrolling in Clonmellon NS will be resourced in accordance with the level of resources provided by the Department of Education and the Board of Management. On acceptance, the principal will request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required.

5. Admission of Students

Clonmellon NS shall admit each student seeking admission except where –

- a. the school is oversubscribed
- 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.

- c. as Clonmellon NS is a school that promotes catholic values, it will not discriminate against any person who is not catholic unless such refusal is essential to maintain the ethos of the school.
- d. the pupil has not reached 4 years of age on the 1st of September of the year concerned
- e. the applicant does not accept the offer of admission within the time frame set out.
- f. False or misleading information is provided in the enrolment form.

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 each of the categories, children **are prioritised by age**, beginning with the oldest and in descending order of age:

1. Brothers and sisters of children already in Clonmellon National School.
2. All children resident within the Parish boundary.
3. All children who are not resident within the parish boundary.

In the event that there are two or more students, with the same date of birth, 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 time of birth will be used to determine precedence.

Where any given class size has reached 29, the principal reserves the right to refuse admission. The Board of Management has adopted this policy because it is of the opinion that:

- 1) More than 29 children in classes can be detrimental to the educational progress of the children.
- 2) It is extremely difficult to cater for the individual needs of children in classes with high numbers. The consequences of coping with such difficulties are that both staff and pupils experience stress and anxiety.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, Clonmellon NS will not take into account any of the following in assessing on applications for admission or when placing a student on a waiting list for admission to the school:

1. a student's prior attendance at a pre-school or pre-school service
2. the payment of fees or contributions (howsoever described) to the school
3. a student's academic ability, skills or aptitude
4. the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians.
5. a requirement that a student, or his/her parents, attend an interview, open day or other meeting as a condition of admission
6. a student's connection to the school by virtue of a member of his/her family having previously attended the school, other than the selection criteria based on siblings of a student attending or having attended the school.

7. the date and time by which an application for admission was received by the school, subject to the application being received during the period specified for receiving applications as set out in the Annual Admission Notice

8. Decisions on Applications

All decisions on applications for admission to Clonmellon NS will be based on the following:

- The 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, once received during the period specified in Clonmellon NS' Annual Admission Notice.

Selection criteria that are not included in the school's Admission Policy will not be used to make a decision on an application for a place in the school.

(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.)

9. Notifying applicants of decisions

Applicants will be informed in writing of the decision of Clonmellon NS, within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in Clonmellon NS, 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 coming school year.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [Appeals](#) below for further details).

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

In accepting an offer of admission from Clonmellon NS, the applicant must indicate—

- a. whether or not they have accepted an offer of admission from another school or schools. If they have accepted such an offer, you must also provide details of the offer or offers concerned and
- b. whether or not they have applied for or are awaiting confirmation of an offer of admission from another school or schools, and if so, they 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 Clonmellon NS 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/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 10.

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 Clonmellon NS were unsuccessful due to the school being oversubscribed, will be compiled and will remain valid until October of the school year in which admission is being sought.

Placement on the waiting list of Clonmellon NS 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. 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 children will be prioritised according to date of birth.

Offers of any subsequent places that become available for 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. No offers will be made after the 31st of October as this would put undue pressure on children to acquire concepts and skills previously taught.

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 Clonmellon NS’ 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 the class is not full. In the event that there is no place available, the name of the applicant will be added to the waiting list.

15. Application procedure for enrolling students other than Junior Infant intake group.

The procedures of the school in relation to the admission of students who are not already admitted to the school for classes or years other than the school's intake group, whether before or after the commencement of the school year are as follows:

Pupils may transfer to the school at any time subject to the school's Admission Policy and available space.

Parents, seeking to enrol their children during the school year, are advised to contact the school and fill out the **Application for Admission** form. If the principal is satisfied that the class requested has capacity, parents/guardians are required to complete a written **Admission Form**. On receipt of completed Admission forms, the school will contact them about the desired start date and any further information required.

Junior Infants will not be enrolled during the year unless transferring from another school.

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

The Board of Management of Clonmellon NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of application for 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 student/s, whose parents/guardians 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) to discuss how the request may be accommodated by the school. If parents have stated that their children are not to attend mass, the children will read a library book or complete exercises with teacher supervision.

18. Review/ Appeals Procedure

The parent/guardian of the student may request the board to **review** a decision to refuse admission. The timeline within which such a review must be requested and other applicable requirements 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 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 a reason other than the school being oversubscribed.

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.

Review

This policy will be reviewed periodically by the Board of Management.

Circulation of Policy

This policy will be given to all new applicants to the school. It will be published in our yearly booklet and will be available on our school website.

Ratification

Ratified by the Board of Management:

Signed _____

Date _____

-This Notice must be published at least 1 week before a school can accept applications for admission

-This Notice must be published on the school's website and must remain there for the duration of the school year

-This Notice must also be made available on written request

Clonmellon NS

ANNUAL ADMISSION NOTICE

in respect of admissions to the 20XX/20XX school year

Admission Policy and Application Form

A copy of the school's Admission Policy and the Application Form for Admission for the [insert school year] is available as follows: –

To download at: www.clonmellonns.ie

On request: By emailing office@clonmellonns.ie

or writing to: Clonmellon NS, Clonmellon, Navan, Co Meath

PART 1 - Admissions to the 20XX/20XX school year

Application and Decision Dates for admission to 20XX/20XX school year

The following are the dates applicable for admission to Junior Infants:

| | Date |
|--|------|
| The school will commence accepting applications for admission on (This date cannot be before October 1st of the year preceding the start of the school year for which admission is being sought) | |
| The school shall cease accepting applications for admission on (There must be a minimum period of 3 weeks between this date and the commencement date for accepting applications for admission) | |
| The date by which applicants will be notified of the decision on their application is (This date must be within 3 weeks of the closing date for receipt of application or within 3 weeks of the application date for late applications) | |
| The period within which applicants must confirm acceptance of an offer of admission is | * |

*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn

Note: Clonmellon NS will consider and issue decisions on late applications in accordance with the school's Admission Policy.

In [insert school year concerned] the number of places being made available in Junior Infants is

This Section should only be completed if your school intake group/special class was oversubscribed in the previous school year

PART 2 - Admissions to the [insert previous school year] school year

In respect of [insert school year prior to that to which the admission notice applies] school year, the total number of applications for admission received by the school was _____

Breakdown of places allocated for the xx/xx school year:

| | |
|---|---|
| Number of places available: | |
| Number of applications received: | |
| Number of offers made and accepted under each criteria: | A description of each criterion used and the number of places offered and accepted under that criterion must be entered here. Example, as follows: Criterion One: Applicants living in the catchment area – 40 places offered, 38 places accepted. Criterion Two: Applicants with siblings attending the school – 20 places offered, 20 places accepted. |
| Total number of offers made: | |
| Number of names placed on waiting list for the school year concerned: | |