**Admission Policy of St. Cronan’s National School**

**Rosemount, Roscrea, Co. Tipperary**

**Roll number: 13867P**

**School Patron: Bishop Michael Burrows – Bishop of Limerick and Killaloe**

## **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 30/04/2020. 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 St. Cronan’s National School 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.

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

St. Cronan’s National School is a co-educational, multi-denominational primary school with a Church of Ireland ethos under the patronage of the Bishop of Limerick and Killaloe, Bishop Kenneth Kearon.

Church of Ireland ethos in the context of a Church of Ireland primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith.

A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and God.

The understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, the Church of Ireland school encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly the community of the school and church.

In accordance with S.15 (b) of the Education Act, 1998 the Board of Management of St. Cronan’s National School 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.

We, in St. Cronan’s National School aim to foster a loving, caring, supportive environment where staff, parents/guardians and pupils work together in an atmosphere of mutual respect and where all pupils, teaching and non-teaching staff, parents and visitors are valued.

We aim to provide a safe and secure environment that is conducive to learning.

We aim to create an inclusive environment where diversity among individuals is embraced and celebrated and equal opportunities are available to all.

We seek to provide the highest standard of Primary Education possible for all of our pupils to ensure that every child reaches his/her intellectual, personal, physical, social and emotional potential and can become valued and responsible members of society.

The Christian faith underpins all school life. Christian moral values are promoted and nurtured. Religious differences are appreciated and respected. We aim to promote resilience, respect, self-esteem, knowledge, care, patience, honesty, responsibility, gratitude, understanding, resourcefulness, kindness, forgiveness and courtesy in all our daily lives.

The School follows the curricular programmes prescribed by the Department of Education and Skills. These programmes are amended from time to time in accordance with sections 9 and 30 of The Education Act 1998.

## **Admission Statement**

St. Cronan’s National School will not discriminate in its admission of a student to the school on any of the following;

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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| **St. Cronan’s National School** 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.  **St Cronan’s National School** is a school whose objective is to provide education in an environment which promotes certain religious values. We do not discriminate, where it refuses to admit, as a student, a person who is not a member of the Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school. |

## **Categories of Special Educational Needs catered for in the school**

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| St. Cronan’s National School, with the approval of The Minister for Education and Skills, provides learning support for pupils who have special educational needs.  Learning support may be given in individual, small group, class or in-class settings at the discretion of the Principal.  Following assessment to identify a pupil’s educational needs, (to include academic, social and emotional needs, as well as needs associated with physical, sensory, language and communication difficulties), a Support Plan is formulated in consultation with parents and pupils according to the National Council for Special Education’s (N.C.S.E.) Continuum of Support Framework.  This framework recognises that special educational needs occur along a continuum, ranging from mild to severe, and from transient to long term, and that pupils require different levels of support depending on their identified educational needs.  **The Admission Policy for Pupils with SEN**  The Admission Policy for pupils with SEN is as follows:   * The BOM, through the Principal, requests a copy of the child’s medical/psychological report, or where such a report is not available, requests that the child be assessed immediately. * The purpose of this assessment report is to assist the school in establishing the education needs of the child relevant to his/her disability and special needs and to profile the support services required. * Following receipt of the report, the Principal, in consultation with the SET, will assess how the school could meet the needs specified in the report. * Where the Principal advises the BOM that further resources are required it will, prior to enrolment, request the Department of Education and Science or National Council for Special Education (NCSE Circular 01/05) to provide the resources required to meet the needs outlined in the medical/ psychological report. These resources may include SET, SNA, specialised equipment or furniture, transport services or other. * The BOM will identify possible Health and Safety issues arising from the enrolment of a special needs child e.g. access, toilets, supervision, administering medicine * The school will meet with the parents or full case conference may be held involving all parties. * It may be necessary for the BOM to decide to defer enrolment of a particular child pending the provision of appropriate resources (EPSEN Act 2004) * SEN pupils will be fully integrated unless it is inconsistent with the best interests of the child or effective educational provision for other children. * A Classroom Support, School Support or School Support Plus Plan is put in place. |

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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.

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| St. Cronan’s National School is a co-educational, multi-denominational school under the patronage of the Church of Ireland Bishop of Limerick and Killaloe and may refuse to admit as a student a person who is not of a member of the Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school |

## **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:

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| In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority are used to determine the priority given to applications in the descending order outlined below from a to d as follows;   1. An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religious ethos, or a similar religious ethos to the programme of religious instruction/ education which is provided in the school and who lives within the Parish boundaries of the Roscrea Group of Parishes and Shinrone Union of Parishes 2. An Applicant Student who is a sibling of students currently enrolled in the school who do not come under Priority a) above. 3. An Applicant Student who lives within the Parish boundaries outlined in Priority a) and who complies with the terms of the policy. 4. All other Applicant Students who comply with the terms of the 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 following arrangements will apply:

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| Successful Applicants will be selected in a lottery process overseen by a member of An Garda Síochána. |

## **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 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; 5. a requirement that a student, or his or 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 or her family attending or having previously attended the school; 7. 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). |

## **Decisions on applications**

All decisions on applications for admission to St. Cronan’s National School will be based on the following:

* Our School’s Admission Policy
* The school’s Annual Admission Notice
* The informationprovided 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](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  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.

## **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](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Cronan’s National School 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.

## **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 St. Cronan’s National School 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](#_Acceptance_of_an) above.

## **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.

## **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 St. Cronan’s National School 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 St. Cronan’s National School 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

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.

## **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.

## **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

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| 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. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.  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:  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. Applicant students 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 student will be added to the waiting list in accordance with Section 12 of this policy |

## **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of St. Cronan’s National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

## **Arrangements regarding students not attending religious instruction**

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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.  Step 1: A written request should be made to the Principal  Step 2: A meeting will be held between parents/guardians, the Principal and class teacher and the student, if appropriate, to discuss how the school can accommodate the situation. |

**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 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.

**Ratification and Review**

This Policy was formulated in consultation with staff, parents and Board of Management, reviewed by the Patron of the school and will apply for all 2021/ 2022 enrolment applications.

Principal: Ann Powell Chairperson: Canon Jane Galbraith

Date: 7/3/2020 Date:7/3/2020