



Admission policy

Admission Policy of Lisheen National School

School Address: Church Cross, Skibbreen, Co. Cork

Roll number: 15563F

School Patron/s: Catholic Bishop of Cork and Ross.

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 in May 2019. It is published on the school's website and App. It will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Lisheen National School admission process are set out in the school's annual admission notice which is published annually on the school's website and app 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

Lisheen National School is a co-educational primary school with a Catholic ethos. The Bishop of Cork and Ross is the Patron of this school.

Mission Statement

Lisheen National School strives to provide a caring, well-ordered, happy and secure environment for both pupils and staff, where their intellectual, spiritual, physical, cultural and moral development is encouraged.

School Ethos

The Roman Catholic School is:

a community where all people are equally valued and respected

a caring environment

a place where development is encouraged

based on a strong home-school relationship and good communication.

The above points are all underpinned by the Catholic Faith. Therefore Religious Education is regarded as a core subject within the curriculum and prayer as a distinctive feature of the daily classroom. Links to the wider Catholic Community are fostered through special religious services in the local churches and the involvement of the Parish Priest.

Teaching of the Catholic Faith reflects the liturgical seasons of the Church year. Preparation for the Sacraments of Penance, First Holy Communion and Confirmation is done within class time.

The school is made up of pupils and staff, parents, guardians, and visitors to the classroom. We are committed to effective communication between all these partners in the education of the pupils and to supporting them in their contributions to the well-being of this school.

3. Admission Statement

Lisheen National School 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.

Lisheen 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.

- Lisheen National School 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 Roman 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.

Lisheen National School is not categorised as a special school nor does it have a special class or a unit attached.

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

(a) In the case of a special school

This category is not applicable to Lisheen N.S.

(b) In the case of a mainstream school with a SEN class attached

This category is not applicable to Lisheen N.S.

5 Admission of Students

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see section 5 below for further details)
- 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

All denominational schools.

- Lisheen National School is a Roman Catholic School and may refuse to admit as a student a person who is not Roman Catholic 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:

Criteria to be used:

Children who have siblings currently enrolled in the school or who have attended the school in the past. (If the applications within categories exceed the number of places available, older children will have precedence.)

Children who live within the geographical catchment area of the school. If the application within categories exceeds the number of places available, older children will have precedence.

Children of parents who are past pupils of the school. If the applications within this category exceeds the number of places available, older children will have precedence.

Children in the wider catchment area. (If the applications within this category exceeds the number of places available, older children will have precedence.)

Children whose parent is an employee of the school. (If the applications within this category exceeds the number of places available, older children will have precedence.)

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 applications within categories exceed the number of places available, older children will have precedence.

An application form for enrolment must be accompanied by the following documentation

1. PPSN for your child- requirement for Department of Education and Skills Pupil Database. It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Database (POD) when enrolled.

2. An original Birth Certificate for your child.
3. Any other relevant reports i.e. medical/psychological/emotional/ speech and language reports etc

7 What will not be considered or taken into account

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

- a. a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at an early intervention class,
- 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 in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and (2) parents of a student attended the school.

In relation to (2) parents having attended, a school may only apply this criteria to a maximum of 25% of available spaces as set out in the school's annual admission notice.

- g. the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8 Decisions on applications

All decisions on applications for admission to Lisheen National School 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.
- While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.
- In determining the level of admissions the Board shall take account of Department of Education and Skills regulations/circulars in relation to staffing, class size and pupil teacher ratios, health and safety requirements, issues such as physical space, multi-grade classes, the presence of pupils with special educational and/ or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the school.

9 Notifying applicants of decisions

Applicants will be informed in writing (either by email or by post) 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 Lisheen 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 and

(3) whether it is your intention to accept the place offered to you by Lisheen National School.

10. 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 Lisheen National School 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.

11. 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-

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.

This 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 Lisheen 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 Lisheen 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.

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.-

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:

It will be decided on the number of spaces available in the school at the time of the application. Class size will also be taken into account.

Parents/guardians who request a school place will be given an enrolment policy and an enrolment form. When the enrolment form has been received by the school, the parent/guardian will be informed if there is a place available.

Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of Lisheen 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-

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

16. Arrangements regarding students not attending religious instruction

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:

17 Withdrawal from Religious Education classes.

Lisheen National School respects and acknowledges the rights of parents/guardians who require their child to be excluded from Religious Education. The manner in which such a request is facilitated is related to available resources within the school and complies with the school's policies on curriculum, supervision and child safe-guarding.

In the circumstance where a request is made not to attend religious education, the child will remain in his/her own classroom and do an educationally appropriate activity e.g. listening to/ reading a novel, finishing other class work etc

In the event that the entire class/ school is going to the church e.g. to attend mass, or to practice for Sacraments, alternative arrangements for school will be made in conjunction with parents.

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 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 in writing** 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 in writing** 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.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review in writing** 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 in writing** 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.

This policy will be reviewed as necessary in light of experience. This policy was approved by the school's Board of Management on (to be determined)

Signed: -----

Mrs Eileen Finn. (Chairperson, Board of Management)

Date: -----