

**Admission
Policy of
Gaelscoil Aogáin**

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School Address: Bóthar an Choláiste, Oileán Chiarraí, Co Chiarraí, V92 HD27

School Website: gaelscoilaogain.ie

Roll number: 19917L

School Patron: Diocese of Kerry

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 23rd October 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 Gaelscoil Aogáin 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. (Gaelscoil Aogáin will be accepting applications on October 1st for the 2021/2022 intake)

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

Gaelscoil Aogáin is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Kerry.

“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, a living relationship with God and with other people; and
 - (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Gaelscoil Aogáin 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.

The mission of Gaelscoil Aogáin is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all of our pupils to develop to their full potential as persons, social, spiritually, morally, physically and academically.

We are committed to providing a learning environment which is free from discrimination, threats, bullying and or harassment for all staff and pupils. In a caring and respectful way, we will affirm each person’s self-worth and dignity and provide a student centred education that nurtures the strengths, talents and potential of all.

Gaelscoil Aogáin is a co-educational school where the full range of classes are taught from Junior infants to Sixth class. We are an inclusive school and we welcome children of all abilities.

This policy should be read in conjunction with our other school policies, including our Code of Behaviour, Child Safeguarding statement and Policy, Anti-bullying Policy, Special Education Needs Policy etc. Such school policies are available on the school website and a hard copy will be made available on request via the school office.

The school endeavours to provide an ordered environment, which fosters discipline and respect while promoting good behaviour and mannerly and positive interactions. Acceptance of a place in the school is deemed to be acceptance of the Code of Behaviour.

In order to be validly enrolled as a pupil of Gaelscoil Aogáin, parent(s) must confirm that they accept the Code of Behaviour.

3. Admission Statement

Gaelscoil Aogáin 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.

Gaelscoil Aogáin is a co-educational Primary 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 of the Catholic faith 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

- Gaelscoil Aogáin embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. 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 Department of Education and Skills (DES) and the National Council for Special Education (NCSE).
- In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required the school requests that parent(s) of the pupils accepted for enrolment;
 - (i) Inform the school of any special needs as early as possible and
 - (ii) Ensure that copies of relevant professional reports are provided so that provision can be made for that applicant's welfare and educational progress.
- Where a report is not available and in the event that an applicant is accepted for an enrolment, a request will be made that the successful applicant be assessed

immediately. Following receipt of the report, the Board of Management will assess how the school can meet the needs as specified therein.

- Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs of the child as outlined in the medical and or psychological report(s).
- The Principal may, in conjunction with the Special Educational Needs Officer (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment

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

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

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

6. Oversubscription

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

While recognising the right of parents to seek to enroll their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of GSA reserves the right to determine the maximum class sizes. The Board of GSA has determined the maximum number of applicants who can be enrolled in Junior Infants each academic year as 28. Bearing in mind;

Overall school capacity
Availability of space in classrooms
Maximum class sizes

Health and safety requirements

Availability of staff, resources, facilities and grants

Educational needs of existing pupils enrolled in the school

The DES/Patron requirements

While the maximum number of applicants that can be enrolled in Junior Infants has been decided by the Board of Management as 28. The Board reserves the right to change this number should relevant circumstances change.

Criteria used to prioritise places for Junior Infants

Where the number of applicants for Junior Infants exceeds the number of places available the school will offer places in the priority order 1 through to 4 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.

The priority order, in the following order, is as follows;

- (i) Category 1; Siblings of present pupils
- (ii) Category 2; Applicants whose primary residence is in the **immediate catchment area**, which is determined as the **townland of Castleisland**,
- (iii) Category 3; Applicants whose primary residence is in the **extended catchment area**, which is determined as the townlands of **Cordal/Scartaglen/Currow/Knocknagoshel/Brosna**
- (iv) Category 4: Children of current school staff
- (v) Category 5: Siblings of Past Pupils
- (vi) Category 6: All other applicants

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

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.

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.

The parents of the applicant may accept this place and subsequently decide not to send their child to school that particular year. In this instance **the applicant's place cannot be deferred**. Instead, the applicant must reapply 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 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 criteria 1 and 5 above)
- (g) the date and time on which an application for admission was received by the school, providing that applications are received in the time frame set out in Gaelscoil Aogáin's Annual Admission Notice

8. Decisions on applications

All decisions on applications for admission to Gaelscoil Aogáin 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

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 Gaelscoil Aogáin, 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 Gaelscoil Aogáin 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 Gaelscoil Aogáin 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 Gaelscoil Aogáin 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

An application for a place in Gaelscoil Aogáin will only be considered should a vacancy exist. The Board of Management reserves the right to determine the maximum number of pupils enrolled in each class as 28. (please see [section 6](#) above which outlines criteria for enrolment) The Board reserves the right to change this number should relevant circumstances change.

Should a vacancy exist the applicant will be enrolled in an age appropriate class provided that;

- (1) The school is provided with a fully completed, signed and dated enrolment application form which is available from the school office and the school's website together with all required documentation.
- (2) Upon offer of enrolment the applicant will be required to provide all relevant educational reports from the school from which the applicant proposes to transfer or the school last attended by the applicant.
- (3) Failure to provide the documents referred to above will mean an application is incomplete.
- (4) A separate form must be completed for each applicant.
- (5) Acceptance by the school office of an application does not mean that same will be processed. Applications that are incomplete, not signed/dated will not be processed.
- (6) Submitting inaccurate information on form or in accompanying documentation will render the application void ab initio. 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 a placement on a waiting list, it will result in removal from the waiting list.
- (7) Written notification of the decision regarding the application will be issued to the parent(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.
- (8) Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an admission acceptance form within 10 days. Failure to do so will result in the place being forfeited and reallocated.

Any contact or lobbying of school personnel or Board of Management members regarding admission will disqualify an applicant

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

This rule applies to all schools.

The board of Gaelscoil Aogáin 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.

17. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

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

- Children will be assigned other/ non-religious school work by the class teacher which can be completed independently during religious instruction time.
- Those who do wish to receive the Sacraments of Confession, Communion or Confirmation are exempt.
- Parents may choose that children not attend school masses or church celebrations. In this case supervision and alternative work will be arranged in the school building. Alternatively, parents may wish their child(ren) join their class/school in the church without partaking in prayers, Communion etc. All pupils are welcome to attend the church should they wish to do so.
- Arrangements are made in collaboration and consultation with parents.

18. Reviews/appeals

Review of decisions by the board of Management

The parents/guardians 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 parents/guardians 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** 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

The policy was ratified by the Board of Management of Gaelscoil Aogáin on _____.

Signed: _____

Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron

Appendix (1) Foirm iarratais

Please complete in BLOCK CAPITALS	Rang:
Ainm na Pháiste/Pupil's Name:	Name in Irish:
Dáta Breithe/Date of Birth:	Male/Female
P.P.S. Number:	Country of Birth:
Address:	Nationality:
	If born outside the country, year of arrival in Ireland:
Eircode:	Languages spoken in the home:
Parent/Guardian Details	Parent/Guardian Details
First Name:	First Name:
Last Name:	Last Name:
Relationship to child:	Relationship to child:
Phone No (Home):	Phone No (Home):
Phone No (Work):	Phone No (Work):
Phone No (Mobile):	Phone No (Mobile):
email Address:	email Address:
Names of brothers/sisters in this school:	
It is school policy to pass on the above information excepting Religion and Ethnicity to the Department of Education and Skills.	

Please tick		Yes	No
Are there any orders or other arrangements in place governing access to or custody of your child?			
The school may share Personal Pupil Data with other organisations such as HSE, Tusla, An Garda Síochána, etc where there is a legal basis for doing so under GDPR.			
Name of Previous School/Pre-school:			
Address:			
Principal's Name:		Phone No:	
Additional local contact names, to be contacted in emergencies [Not the same as above]			
Name:		Phone No:	
Relationship to child:			
Name:		Phone No:	
Relationship to child:			
Name:		Phone No:	
Relationship to child:			

Please tick		Yes	No
Have you attached a Birth Certificate for your child?			

SCHOOL USE ONLY	
If the language spoken at home is NOT English, an Appointment with our E.A.L (English as Another Language) teacher is required	
Date of Appointment: _____ Time: _____	
Teacher: _____	

Relevant Medical Information:

Family Doctor:

Phone No:

Any medical concern/information of relevance? (use a separate sheet, if required)

Has your child any Special Educational Needs?

Details:

Consent Form

We would like your permission for the following in relation to your child

Please tick the appropriate box and sign - Both parents/guardians please sign below

Please Tick	Yes	No
Activities Outside/After School		
During the school year classes may undertake activities outside the school premises e.g. visiting the church, library. I consent that my child may do so.		
D.T. (Digital Technology)		
I give consent for my child to use the computers in the school in line with our Acceptable Use Policy.		
School Website/Publications: I give consent for the use of school related photographic images which include my son/daughter on the school website, school Facebook page or in other school publications or displays. I understand that s/he will not be identified individually.		
Dept of Education & Skills		
I give written parental consent to share Ethnic or Cultural Background and Religion with the Department of Education & Skills.		
Medical Emergencies		
I give permission for my child to receive any medical attention deemed necessary and to be taken to hospital in case of serious illness or accident.		
School Policies		
I have received and read a copy of Gaelscoil Aogáin Code of Behaviour and agree that my child and I will abide by it.		
I agree to familiarise myself with all school policies, agree to abide by them and agree to discuss them at an appropriate level with my child.		
Competitions		
I give consent to allow my child to enter school competitions and for their name and date of birth to be shared with the organisers.		

I/we wish to enrol my/our child in Gaelscoil Aogáin	
I/we have received and read a copy of Code of Behaviour Policy	
Signed:	Parent/Guardian Date:
Signed:	Parent/Guardian Date:
Both Parents/Guardians to sign	

