

Admission Policy

**Drimoleague N.S.
Uimhir Rolla 18296A**

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 September 2020. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for the admission process of Drimoleague National School 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 hard copy on request to any person who requests it.

2. Characteristic Spirit and General Objectives of the School

Drimoleague National School is a co-educational primary school with a Catholic ethos under the patronage of the Bishop of the Diocese of Cork and Ross.

The Board and Management and staff of Drimoleague National School strive to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all our pupils to develop to their full potential as persons, spiritually, socially, morally, physically and academically while fulfilling our ethos as a Catholic school. We are committed to providing a learning environment which is positive and affirming for all children in our care and one which recognises each child's individuality. 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Drimoleague 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.

3. Admission Statement

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

- a. The gender ground of the student or the applicant in respect of the student concerned,
- b. The civil status ground of the student or the applicant in respect of the student concerned,
- c. The family status ground of the student or the applicant in respect of the student concerned,
- d. The sexual orientation ground of the student or the applicant in respect of the student concerned,
- e. The religion ground of the student or the applicant in respect of the student concerned,
- f. The disability ground of the student or the applicant in respect of the student concerned,
- g. The ground of race of the student or the applicant in respect of the student concerned,

- h. The Traveller community ground of the student or the applicant in respect of the student concerned, or
- i. The ground that the student or the applicant in respect of the student concerned has special educational needs

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

Drimoleague National School is a school whose objective is to provide education in an environment which promotes certain religious values. As a school with a Catholic ethos, we promote the faith formation of children of the Catholic religion while catering for the admission of children of other faiths and none.

Drimoleague National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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 requested to do so by the Council.

Drimoleague National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4. Categories of Special Educational Needs Catered for in the School

Drimoleague National School is not a Special School or a mainstream school with a special class attached.

5. Admission of Students

This school shall admit each student seeking admission except where:

- The school is oversubscribed (please see [section 6](#) 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

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

1. PPSN for your child – requirement for Department of education and Skills Pupils 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 & language reports etc.

6. Oversubscription

Intake Group: Third Class

In the event that the school is oversubscribed for the intake group, 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:

- **Priority Category 1:** Pupils who have completed Second Class or equivalent
- **Priority Category 2:** Pupils who have a sibling currently enrolled in the school and have reached 9 years of age on or before June 1st of the current school year
- **Priority Category 3:** Pupils who do not have a sibling currently enrolled in the school and have reached 9 years of age on or before June 1st of the current school year

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), places will be offered or added to a waiting list by the earlier date of birth of the student. In the event of two or more students having the same date of birth places will be offered by way of lottery of completed applications.

Other Classes

In the event that the school is oversubscribed for other classes, 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:

- **Priority Category 1:** Pupils who have a sibling currently enrolled in the school and have reached the following ages by June 1st of the current school year:
 - 10 years of age for entry to Fourth Class
 - 11 years of age for entry to Fifth Class
 - 12 years of age on or before June 1st and not more than 13 years of age on or before June 30th for entry to Sixth Class
- **Priority Category 2:** Pupils who do not have a sibling currently enrolled in the school and have reached the following ages by June 1st of the current school year
 - 10 years of age for entry to Fourth Class
 - 11 years of age for entry to Fifth Class
 - 12 years of age on or before June 1st and not more than 13 years of age on or before June 30th for entry to Sixth Class

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), places will be offered or added to a waiting list by the earlier date of birth of the student. In the event of two or more students having the same date of birth places will be offered by way of lottery of completed applications.

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, or
 - an early start pre-school, specified in a list published by the Minister from time to time;
- 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 siblings currently attending the school
- g. The date and time on which an application for admission was received by the school

8. Decisions on Applications

All decisions on applications for admission to Drimoleague N.S. will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications
(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying Applicants of Decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Drimoleague N.S. you must indicate—

- 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
- 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 Drimoleague N.S. where—

- It is established that information contained in the application is false or misleading.
- 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.
- 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
- 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—

- a. an application for admission to the school has been received,
- b. an offer of admission to the school has been made, or
- c. an offer of admission to the school has been accepted.

The list may include any or all of the following:

- a. the date on which an application for admission was received by the school;
- b. the date on which an offer of admission was made by the school
- c. the date on which an offer of admission was accepted by an applicant;
- d. 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 Drimoleague N.S. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Drimoleague N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

14. Late Applications

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

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

15. Procedures for Admission of Students to Other Years and During the School Year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Enrolment procedures shall be the same as per intake group

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:

- Enrolment procedures shall be the same as per intake group

16. Declaration in Relation to the Non-Charging of Fees

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

- An application for admission of a student to the school, or
- The 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 students, where the parents have requested that the student attend the school without attending religious instruction. 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 be arranged with the parent(s) to discuss how the request may be accommodated by the school.
- The child may stay within the classroom following an educationally appropriate activity led independently.

The manner in which such an 'opt out' is facilitated is related to available resources within the school and complies with the school's policies on curriculum, supervision and child safeguarding. As Drimoleague N.S. is a school with a Catholic ethos which caters for the faith formation of Catholic children, we do not guarantee that children of other faiths or none will not be exposed to elements of the informal religion curriculum which takes place outside of the timetabled religion class such as iconography, prayer, the use of church for non-religious purposes, etc.

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 and must be made within three weeks of the letter of refusal provided by the school.

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

This Admissions Policy was adopted by the Board of Management in April 2020 and reviewed in February 2025.