

# Scoil Naithí



## **Admission Policy of Scoil Naithí**

**School Address: Bóthar Átha Leathan, Baile an tSaoir, BÁC 16**

**Roll number:19437U**

**School Patron: Archdiocese of Dublin**

### **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 [date]. 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 Scoil Naithí 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.

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

Scoil Naithí is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Archdiocese of Dublin.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

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

Scoil Naithí is a Gaelscoil whose primary aim is to fully educate the child through the medium of Irish. We believe that co-operation, good manners and good behaviour are essential for an effective school and for the progress and educational development of the children. We encourage the children to participate in every aspect of our Irish culture – language, games, music, dance and traditions. Parental participation and support is an important aspect of school life.

**We use the total immersion method of language acquisition in the school and English is not taught until Senior Infants (3<sup>rd</sup> term).**

Scoil Naithí has eight classes, one of each class from Junior Infants to Sixth Class. All classes are mixed (boys and girls). There are thirteen teachers on the school staff; eight classroom teachers, one extra teacher who works with groups in all classes, three special education teachers (one is shared with other schools) and an administrative principal.

The school depends primarily on the resources and grants supplied by the Department of Education and Skills and it functions as a school within the rules, as laid down by the Department. The enrolment policy of the school is set out within the context of regulations set down by the Department of Education and Skills. The school follows the curriculum as laid down by the Department.

All children, irrespective of linguistic, social, religious background or nationality are welcome in Scoil Naithí. Scoil Naithí was founded to serve parents in the area who wished their children to be educated through the medium of Irish.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Naithí is also obliged to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate class.

### 3. Admission Statement

Scoil Naithí 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.

#### **All denominational schools**

Scoil Naithí 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 of Catholic Religion and it is proved that the refusal is essential to maintain the ethos of the school.

### 4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 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

#### **All denominational schools**

Scoil Naithí is a Catholic school and may refuse to admit a student a person who is not of Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

## **5. 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:

1. Siblings of pupils who are attending the school at the time when places are being allocated
2. children in the area who have reached a level of fluency that is at a level that would be expected if the language were spoken as a normal means of communication in a non-educational setting, taking into account the child's age and any additional educational needs, that a child's fluency is likely to decline if they do not get a place in an all-Irish speaking school.  
(It is the parents obligation to produce evidence of said fluency as detailed below in the process)\*\*.
3. children of a permanent staff member in the school
4. Siblings of pupils who previously attended the school
5. children of past pupils (maximum of 25% of the available spaces)in the area
6. Other children in the area

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:

- Where the number of applicants in **category 1** exceeds the number of places available, places will be allocated according to the applicants' dates of birth. Children in this category who are not allocated a place in the relevant year will be considered the following year, that is, the age restriction will not apply to them in that year.
- Where the number of applicants in **categories 2-5** exceeds the number of places available, places will be allocated by lottery.
- If spaces remain after all places are allocated they will be offered to children

who have applied for the following year according to their date of birth.

Children will be accepted in Junior Infants who are four years on or before the 31<sup>st</sup> March of the year they start school and have not reached five years\* on the same date except in the case of children in category 1 below who were not offered a place the previous year.

\*Children 5 years of age on or before the 31<sup>st</sup> March of the year they start school are not eligible. Unless there are still spaces to be filled, in this case only children from the following year's list can be accepted.

\*\*Note: Where parents wish their child to be regarded as a child in the category 2 above, there will be a section of questions on the application form as stage 1 of the admissions process as it relates to fluency in Irish.

Where the applicant demonstrates that they meet the criteria of category 2 (step 1) the parent will be invited to provide evidence as part of step 2 to demonstrate this fluency to the Board of Management representatives.

Step 2: The the Board of Management representatives will accept video or will agree to a meeting with the parent where the parent wishes to do so to provide evidence of fluency. A set criterion of assessment will be in place beforehand for either forms of evidence, video or meeting. Written evidence of fluency cannot be accepted without further evidence provided by parent.

If the evidence is not accepted at step 1 or 2 above, the child is placed in the category of other applicants. The Board of Management must be asked to review the decision in the event of the child being refused a place before making a written appeal to the Board of Management under Section 29.

## 6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act 1998, 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:

Points (a) to (g) must be included here by all schools.

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (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/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the 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.

## 7. Decisions on applications

All decisions on applications for admission to Scoil Naithí 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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.

## 8. 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 17](#) below for further details).

## 9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Naithí 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.

## **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 Scoil Naithí 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.

- (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).

## **12. 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 Scoil Naithí 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 Scoil Naithí 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.

### 13. 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.

### 14. 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:

Other pupils resident in the area may be enrolled in classes other than Junior Infants. The total enrolment of the school and the number of children in the class will be taken into consideration when the decision is being made.

**The decision to accept a child in any other class is made by the Board of Management and their decision is binding.**

The decision is made according to the following criteria:

- if the child is moving to the area and the parents have an address in the area
- if there is a space in a particular class - but the Board has the final decision
- if the child is transferring from another Gaelscoil or from a Gaeltacht school or if the child is fluent in Irish or if the Principal/Board of Management deem the child's command of Irish is satisfactory

Parents who wish to enrol their children in classes other than Junior Infants must



apply in writing to the Board of Management and fill in an application form. The applications are dated and placed on a waiting list according to the date they were received by the school. Applicants will remain on the waiting list until the following 15<sup>th</sup> September. A new application form has to be filled in on or before this date to secure a place on the waiting list.

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:

**The decision to accept a child in any other class is made by the Board of Management and their decision is binding.**

The decision is made according to the following criteria:

- if the child is moving to the area and the parents have an address in the area
- if there is a space in a particular class - but the Board has the final decision
- if the child is transferring from another *Gaelscoil* or from a *Gaeltacht* school or if the child is fluent in Irish or if the Principal/Board of Management deem the child's command of Irish is satisfactory

Parents who wish to enrol their children in classes other than Junior Infants must apply in writing to the Board of Management and fill in an application form. The applications are dated and placed on a waiting list according to the date they were received by the school.

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

This rule applies to all schools.

The board of Scoil Naithí 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**

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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that

the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## **17. 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** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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.