



## **Admission Policy of Scoil na Croise Naofa**

**School Address: Avenue de Rennes, Mahon, Cork. T12 R252**

**Roll number: 17024I**

**School Patron: Bishop of Cork & Ross, Bishop Fintan Gavin**

### **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 / guardians of children attending the school.

The policy was approved by the school patron on **8<sup>th</sup> June 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 **Scoil na Croise Naofa's** 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 (for mainstream classes and special class for pupils with ASD) 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 na Croise Naofa** (also known as Holy Cross N.S.) is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork & Ross.

"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 na Croise Naofa** 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.

It is our vision in Scoil na Croise Naofa to foster, nurture and promote the intellectual, physical, social, personal, spiritual, moral, aesthetic development of all our pupils, bearing in mind the individuality and uniqueness of each child, in a caring, safe and challenging environment. Our School Motto is "*We Welcome – We Encourage – We Learn*"

It is our aim as a school:

- To nurture a sense of personal identity, self-esteem and awareness of one's particular abilities, aptitudes and limitations, combined with a respect for the rights and beliefs of others.
- To promote excellence and equality in the development of the educational potential of all pupils, including those who are disadvantaged through economic, social, physical or intellectual factors.
- To develop expressive, creative, and artistic abilities to the individual's full capacity.
- To promote physical and emotional health and well-being.
- To enable children to develop personally and socially and to relate to others with understanding and respect.
- To provide pupils with the necessary education to enable them to make their particular contribution to society in an effective way.
- To create tolerant, caring members of society.
- To foster in pupils a global awareness and a sense of responsibility for the long term care of the environment.

In September 2021 Scoil na Croise Naofa will establish a special class for children with ASD. The special class is intended to meet the needs of pupils with complex and severe educational needs arising from their diagnosis of Autism meeting DSM V or ICD 10 diagnostic criteria. The class is for all pupils who meet these criteria irrespective of cognitive ability.

Our Special Class is an additional support mechanism for pupils with a diagnosis of additional needs who find/would find attending mainstream classes on a full time basis challenging. Our Special Class is a class within the overall school and as such forms an integral part of our school community. As far as possible, pupils attending the Special Class will be integrated into the day-to-day activities of the school and it is envisaged that pupils attending the Special Class will, as far as possible, participate in school related events.

### **3. Admission Statement**

**Scoil na Croise Naofa** 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.

**Scoil na Croise Naofa** 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 a 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 / Special Class**

**Scoil na Croise Naofa** is a mainstream school. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher, with the support of the Special Education Team.

For further details, please see Scoil na Croise Naofa's *Policy for Provision for Pupils with Special Education Needs*, which is available by request from the school office.

From September 2021, Scoil na Croise Naofa, with the approval of the Minister for Education and Skills, will establish a special class to provide an education exclusively for students with Autism (ASD) that meet the criteria set out by the NCSE to qualify for enrolment in a Specialist ASD Class in a mainstream setting.

#### **Criteria for Admission to the Special Class for pupils with ASD, in our Mainstream School**

1. Each child must have a diagnosis of Autism/ Autistic Spectrum Disorder using DSM V or ICD 10 criteria as set out by a professional/individual approved by the Department of Education and skills and a Multi-Disciplinary Assessment Report. This report must be current and must include a recommendation that a placement in a special class in a mainstream school is both necessary and suitable for the child.
2. As inclusion is an integral part of our school ethos, it is a necessary criteria of enrolment that any child attending the special class must have the potential of meaningful integration into a mainstream classroom setting. The level of integration, duration and timing will be decided upon by the principal and staff of the Special Class in consultation with the mainstream teacher and the parents of the child in question and on the basis of information shared at an annual review meeting.
3. Admission procedures outlined in this policy must be followed when applying for admission to the Special Class in our mainstream school. The Application Form for the Special Class in the mainstream school must be filled out by parents and submitted to the school with all relevant reports.

In the event that the number of children meeting the criteria above is greater than the number of places available in the Special Class, the categories outlined in Section 6 of this Policy will be used as a basis for prioritising admission to the Special Class.

## 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 / guardian 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

**Scoil na Croise Naofa** is a school with a Catholic ethos and may refuse to admit as a student a person who is not a Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

### ***Mainstream Classes:***

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. Brothers and sisters of pupils already enrolled
2. Children who have attended Scoil na Croise Naofa's Early Start class
3. Children living in the parish of Mahon
4. Children whose parents / guardians previously attended the school
5. Children of staff members
6. Children whose home address is closest to the school

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:

A lottery draw will be held in the presence of members of the Board of Management to fill the required number of places.

### ***Special Class for pupils with ASD:***

Having received an application form, the school may in the first instance consult with the SENO (Special Educational Needs Organiser) and other professionals working with the child (teachers, childcare workers, psychologists etc.) in order to ascertain the suitability of the child for a special class for children with ASD in a mainstream school.

Following this consultation, the priority categories for the Special Class for pupils with ASD, in our mainstream school are as follow:

- A) Children who meet the criteria of this policy and who are currently enrolled in Scoil na Croise Naofa, Mahon, with a recommendation that a special class placement within a mainstream school is best suited to the child's needs.
- B) Children who meet the criteria of this policy who are siblings of children currently attending Scoil na Croise Naofa, Mahon.
- C) Children who meet the criteria of this policy who have attended Scoil na Croise Naofa's Early Start class
- D) Children who meet the criteria of this policy living in the parish of Mahon
- E) All other children who meet the criteria of this policy.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

It is to be noted that where oversubscription occurs in any one of the above priority categories, places will be given within the priority category (and only in that priority category) using a lottery system. Each Applicant Student in this position will be allocated a number and the numbers shall be randomly picked (by a random number generator and under the supervision of members of the Board of Management).

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student's place on the waiting list as it applies in the particular priority category. The waiting list will remain valid only for places that arise in the school year applied for (usually the following school year). Applicants must reapply for a place for subsequent years, on the dates outlined in the Admissions Notice for the relevant 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 *(except for those who attend Scoil na Croise Naofa Early Start Unit, as outlined in Section 6 above)*;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; *(other than in relation to: admission to our special class for children with a diagnosis of ASD insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)*
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents / guardians;
- (e) a requirement that a student, or his or her parents / guardians, 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 *(except as outlined in Section 6 above - for*

*siblings of pupils already enrolled & parents/guardians who previously attended Scoil na Croise Naofa - to a maximum of 25% of places in a given year);*

(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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to **Scoil na Croise Naofa** 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.

## **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 **Scoil na Croise Naofa**, parents/guardians must indicate—

- i. whether or not parents/guardians have accepted an offer of admission for another school or schools. If such an offer has been accepted, parents / guardians must also provide details of the offer or offers concerned and
- ii. whether or not parents/guardians have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, details of the other school or schools concerned must be provided.

## **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 **Scoil na Croise Naofa**, 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 / guardian 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 **Scoil na Croise Naofa** 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 na Croise Naofa** 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 a 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:

An application for a place in Scoil na Croise Naofa will only be considered should a vacancy exist (22 places in each class). Should a vacancy exist:

- (1) The parent(s)/guardian(s) of the applicant should complete an enrolment application form, which is available from the school office.
- (2) A separate form must be completed for each applicant.
- (3) If there are more applicants for a class group, than there are places, the criteria as outlined in SECTION 6 of this policy will be applied.
- (4) Written notification of the decision regarding the application will be issued to the parent(s) / guardian(s) of the applicant within 21 days of receipt of applicant form, or sooner if possible.
- (5) Parent(s) / guardian(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 offer of the place being withdrawn.

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 (if a vacancy exists in the class):

- (1) The parents / guardians of the applicant should complete an enrolment application form, which is available from the school office.
- (2) A separate form must be completed for each applicant.
- (3) If there are more applicants for a class group, than there are places, the criteria as outlined in SECTION 6 of this policy will be applied.
- (4) Written notification of the decision regarding the application will be issued to the parent(s) / guardian(s) of the applicant within 21 days of receipt of applicant form, or sooner if possible.
- (5) Parent(s) / guardian(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 offer of the place being withdrawn.

- (6) The Principal will discuss with the parent(s) / guardian(s) a suitable start date for the pupil.

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

The Board of Management of **Scoil na Croise Naofa** 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**

The following are the school's arrangements for students, where the parents / guardians 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:

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

#### **18. Reviews/appeals**

##### **Review of decisions by the Board of Management**

The parent / guardian of the student may request the Board of Management 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 of Management 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 / guardian 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.

## **19. Procedures for Enrolment for Early Start Unit in Scoil na Croise Naofa**

The Early Start Unit caters for boys and girls, from the Mahon catchment area. A maximum of 30 children are enrolled each year, 15 per session, 2 sessions a day. Children can only spend one year in the Early Start Unit (unless in exceptional circumstances & with consultation and approval of DES e.g. a special educational need).

Children must be aged more than 3 years and 2 months and less than 4 years and 7 months on 1st day of September of the year in which they are enrolled. (The minimum & maximum ages can be changed in a given year by the DES, & Scoil na Croise Naofa will follow the aging recommended in each particular year).

Parents / guardians who wish to apply for a place for their child in the Early Start Unit are invited to a Registration Day in February. Places are offered by the end of March of that year.

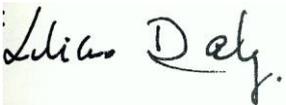
In the event that the Early Start Unit is oversubscribed in a given year, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received

1. Brothers and sisters of pupils already enrolled in Scoil na Croise Naofa
2. Children who would not otherwise attend Pre-school through socio-economic disadvantage / Children referred from local agencies e.g. Health Services Executive, Barnardos etc.
3. Children living in the parish
4. Children whose parents / guardians attended the school
5. Children of staff members
6. Children whose home address is closest to the school

As far as possible, all efforts are made to co-operate, liaise and cross-check names with the local preschools.

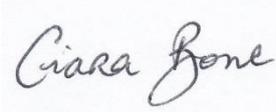
Where supply exceeds demand for places in the Early Start Unit, and only in this case, children may be included who are 4 years of age in June, July and August preceding the September in which they are to commence in the Early Start Unit.

Children, whose parents / guardians have accepted places in the Early Start Unit are encouraged to attend an Open Day in May / June. Parents / guardians indicate a preference for morning or afternoon session and are accommodated, as far as possible, depending on demand. Parents / guardians must supply a PPSN number for their child on enrolment.

Signed: 

Lilian Daly, Chairperson of Board of Management

Date: 01/02/2021



Ciara Bowe, Principal

Date: 01/02/2021