ADMISSION POLICY
St. Augustine's N.S. Clontuskert
Roll No. 17919F

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission of Schools) Act 2018 and the Equal Status Act 2000. In the drafting this policy, the Board of Management of the school has consulted with the school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron, Bishop Michael Duignan 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.

Applications for submission of Enrolment for St. Augustine's N.S. Clontuskert can be submitted anytime during the school year (please refer to Part 5 for additional information). An Annual Admission Notice is communicated to parents by Text/School Newsletter in Term 2 before the commencement of the Admission Process for the school year concerned. This notice will also be put up on the school's website 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 available from the office. Parents either making contact by phone, email or calling into the office in person. Parents will be able to download a copy from the school's website.

2. Characteristic spirit and general objectives of the school

General Information

Name & Address	St. Augustine's National School Clontuskert, Ballinasloe, County Galway. H53 X568
Telephone No	090-9643762
E-Mail	clontuskertns@gmail.com
School Hours	9.00am-2.40pm
Infants	9.00am-1.40pm

Staff Teaching Principal & 2 Mainstream Teachers
2 SET, 1 Shared SET & 2 SNA
Secretary & Cleaner

- St. Augustine's N.S. Clontuskert is a Mixed Vertical Primary School, catering for students from Junior Infants to 6th class and includes both boys and girls. It does not have a Special Class or ASD Class.
- Pupils of any race/colour/religion/nationality/ethnic or soul grouping are welcome as pupils. Children with special educational needs and /or physical disability are integrated into mainstream classes within the school with the support of the Special Education Team.

Mission Statement:
St. Augustine's N.S. Clontuskert is a Catholic Primary School under the Patronage of the Bishop of Clonfert, which strives to stay true to the values and teachings of the Roman Catholic Church. We want all our pupils to appreciate their own identities and cultures and to understand and accept other cultures and religious denominations. We promote respect, equality, fairness and justice for all.

Our school is a place where we strive for excellence, and where children are encouraged to achieve their full potential in their academic, creative, personal, physical, moral and spiritual development.

St. Augustine's National School cherishes all children as individuals. We endeavour to prepare each child for further education, life and work in a happy and caring environment. We aim to provide a safe and stimulating environment, where the pupils, parents, staff and the wider community work together in partnership.

We aim to make all our pupils self-reliant and capable of valuing their own worth, to empower them to develop their talents and to use them in the service of one another, the school and the wider community. We promote an awareness of the importance of our environment and the need to preserve and protect it, in our school and in the wider community.

Déanfaimid iarracht Gaeilge a labhairt agus an teanga a neartú.

St. Augustine's N.S. is a school where learning comes alive. Ní neart go cur le chéile.

3. Admission Statement

St. Augustine's N.S. Clontuskert 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 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 race ground of the student or the applicant in respect of the student concerned,
h) the Traveller community ground of the student 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.

Primary schools receiving applications from applicants of a minority religion
St. Augustine's N.S. Clontuskert is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

All denominational schools
St. Augustine's N.S. Clontuskert 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 Catholic 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 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.

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:

A. Siblings (including Step-Siblings, resident at same address) of children already enrolled - priority to oldest
B. Children living within the parish - priority to oldest
C. Children whose home address is closest to the school (as measured by a straight line an OS map) if the child is normally resident outside the parish.
D. Children of past pupils residing in the catchment area - priority to oldest (Category E may only apply to a maximum of 25% of the available spaces as set out in the School's Annual Admission Notice.)

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

Selection criteria will apply in descending order i.e. A-E until one of the above applies.

6. What will not be considered or taken in to account

In accordance with section 62(7) of the Education Act, the school will not consider to take into account any of the following in deciding 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 naionraí
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 (including Step-Siblings, resident at same address) of children already enrolled - priority to oldest

- Children of past pupils residing in the catchment area - priority to oldest (This catergory may only apply 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.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to St. Augustine's N.S. Clontuskert 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 15 below in relation to applications received outside of the admissions period and section 16 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, 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 St. Augustine's N.S. Clontuskert, 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 St. Augustine's N.S. Clontuskert where-

i. it is established that information contained 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 9 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.

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 St. Augustine's N.S. Clontuskert 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 St. Augustine's N.S. Clontuskert is in the order of priority assigned to the student's 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 Admission Policy, the Education Admissions to School Act 2018 and any regulations made under the Act.

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 year other than the school's intake group are as follows:

a) Parents of these children are asked to fill out an Enrolment Form and return with a copy of the Child's Birth Certificate.
b) Parents are also asked to provide written reports, test results, attendance records etc. from school(s) previously attended by pupil, to elicit information regarding the child's educational/social progress, attendance etc.
c) The school may communicate with any school(s) previously attended by the pupil, to elicit information regarding the child's educational/social progress, attendance etc, etc.
d) Parents/Guardians are given copies of school procedures, documents etc., eg uniforms details, book lists. Tips for parents (on how to help their children adjust to school life) parents check list (of what their child should be able to do prior to entering school)
e) In Special Education Needs cases the school must be furnished with any relevant documentation pertaining to their needs in order to ensure provision of resources.

The procedure 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:

a) Parents of these children are asked to fill out an Enrolment Form and return to the school with the Child's Birth Certificate.

b) Decisions in relation to application for enrolment are made by the B.O.M. in accordance with school policy.
c) In so far as is practicable children will be enrolled on application, provided that there is space available and having due regard for the Health & Safety of all pupils.
d) The B.O.M. is bound by the DES "Rules for National School", which provide that pupils may only be enrolled from the age of 4 years upwards, (Compulsory attendance applies from the age of 6 years)
e) In the event of application for enrolments exceeding the number of places available, weighted criteria may be used. (see Appendix 1)

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

This rule applies to all schools.

The Board of Management of St. Augustine's N.S. Clontuskert or any persons acting on its behalf will not charge fees for or seek payment or contributions as a condition of:

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

16. Arrangements regarding students not attending religious instruction

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

The child will remain in their classroom and will take part in an alternative programme of work assigned to them by their teacher.

17. Reviews/Appeals

Review of decisions by the Board of Management

The parent 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 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 Action 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the application **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 to 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 of Education and Skills.

The timeline within 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.

Reviews:

This policy will be subject to review by the Board of Management as rules of enrolment and circumstances warrant.

Ratification:

This policy was ratified by Bishop Michael Duignan on 1st September 2020.

This policy was ratified by Clontuskert Board of Management on 30th September 2020.

Signed_____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Appendix 1
Weighted Criteria

A. Siblings (including Step-Siblings, resident at same address) of children already enrolled - priority to oldest
B. Children living within the parish - priority to oldest
C. Children whose home address is closest to the school (as measured by a straight line an OS map) if the child is normally resident outside the parish.
D. Children of past pupils residing in the catchment area - priority to oldest (Category E may only apply to a maximum of 25% of the available spaces as set out in the School's Annual Admission Notice.)