

# St. Nessian's NS

## Admissions Policy

Roll No: 14409N

Patron: Bishop of Limerick  
Postal Address: Mungret, Limerick  
Phone Number: 061229911  
Email Address: [office@stnessans.ie](mailto:office@stnessans.ie)  
Website: [www.stnessans.ie](http://www.stnessans.ie)  
School type: Vertical, Co-Educational

Online application form available on  
[www.stnessans.ie](http://www.stnessans.ie)

(Please note the school will provide assistance to parents with this form if having difficulty with it)

## **Admissions Policy**

### **1. Introduction**

This policy has been drafted in accordance with the provisions of the Education Act 1998 and the Equal Status Act 2000. In drafting this policy, the Board of Management (BoM) has consulted with school staff, the school patron and parents of children attending the school. The policy was approved by the school patron on 25/09/2020. It is published on the school website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the St. Nessian's NS admission process are set out in the school's **annual admission notice** which is published annually on the school website at least one week before the commencement of the admission process for the school year concerned.

### **2. Characteristic Spirit and General Objectives of the School**

St.Nessian's NS is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

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

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

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

In accordance with S.15 (2) (b) of the Education Act 1998, the BoM of St.Nessian's NS 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.

#### School Mission Statement

'Mol an óige agus tiocfaidh sí' or 'Praise the young and they will flourish' is at the core of all we try to do with the children who are entrusted to our care.

We will encourage their talents and potential and do our best to provide a solid grounding in academic work.

We aim to provide a safe environment for our pupils, a space where they feel a sense of belonging, family and community.

Our staff will model and promote the Christian values of respect, tolerance, generosity, kindness, humility and love, encouraging our pupils to become confident and resilient citizens, prepared for their journey through life.

### **3. Admission Statement**

St. Nessian's NS 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.

St. Nessian's NS 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 the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

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

### **4. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see 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

St. Nessian's NS is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

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

## 5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to Junior Infants, 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 child must have reached the age of 4 before the first day of the St. Nessian's NS school year to be considered for a Junior Infant place. Junior Infant places will be allocated using the below criteria subject to keeping classes within class size regulations of the Department of Education and Skills and health and safety considerations.

### Selection Criteria

#### Category 1

- **Siblings** of children currently attending St.Nessian's NS

Places will be offered in descending order of age (i.e. oldest children take precedence)

#### Category 2

- Children **residing in** the Parish & children of staff

Places will be offered in descending order of age (i.e. oldest children take precedence)

#### Category 3

- Children **residing outside** the Parish

Places will be offered in descending order of age (i.e. oldest children take precedence)

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:

Priority will be given to the eldest child in accordance with the above criteria.

If those tied for a place, have the same date of birth and are in the same category, a decision will be made by lottery. In the case of twins, an exception will be made if there is one place available and a set of twins are tied for the place. Both will be offered a place.

Any remaining places may be offered to late applicants in accordance with the procedures above.

Decisions in relation to applications are made by the Principal in accordance with school policy. The BoM will notify parents of their decision within 21 days of the closing date for receipt of applications.

The school authorities will enter into correspondence with **only** the parents/guardians of applicants.

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

- 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 siblings currently enrolled as per criteria 1 above)
- 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 St. Nessian's NS 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 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 St. Nessan's NS 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 withdrawn**

An offer of admission may not be made or may be withdrawn by St. Nessan's NS where—it is established that information contained in the application is false or misleading.

- a) 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.
- b) 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
- c) 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.

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).

## **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. Nessian's NS 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. Nessian's NS 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.

## **13. Late Applications**

All Junior Infant 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 12.

## **14. Procedures for admissions of students to other years and during the school year**

Applications for enrolment during the school year will be considered subject to school policy, available space, to maintaining a safe, learning environment and to the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is a new resident in the Parish.

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:

Parents/Guardians must fill in the online Application Form

Progress records as well as any record of special educational needs will be sought from the former school (Section 20 Education Welfare Act). The closing date for applications from Senior Infants to Sixth class is June 1<sup>st</sup>. Places will be allocated in accordance with the criteria stated below:

### **Category 1**

- Children **residing in** the Parish & children of staff

Places will be offered in descending order of age (i.e. oldest children take precedence)

#### **Subcategories:**

**2a.** If places still available, Children residing in parish and attending a school *outside* the parish and children of staff (places will be offered in descending order of age)

**2b.** If places still available, Children residing in parish and attending a school *in the parish* will be offered a place (places will be offered in descending order of age)

### **Category 2**

- Children **residing outside** the Parish

Places will be offered in descending order of age (i.e. oldest children take precedence)

Before registration will proceed, parents are required to provide the school with:

1. Acceptance of Offer Form
2. Child's Birth Certificate
3. Proof of address of parent/guardian in the form of a utility bill
4. A declaration regarding special educational needs (if applicable)
5. A copy of baptismal certificate (only applicable if you wish your child to receive the sacraments of Communion and Confirmation)
6. Details required by Primary Online Database be provided which include: family details including mother's maiden name, PPSN, child's nationality, home language, year of arrival in Ireland (if applicable), parents' religion, ethnic/cultural background. Parental Consent is required before religion & ethnic/cultural background is shared with the Department of Education.

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. Nessian's NS 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. Nessian's NS 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.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30<sup>th</sup> September.

### **15. Provision of adequate support for pupils with special needs**

On acceptance of an offer of a place in St. Nessian's NS, it is essential that you provide relevant information about your child's needs, whether educational, cognitive or physical, in order to ensure that the school can have adequate supports in place prior to your child's start date. St. Nessian's NS will make every effort to accommodate your child's needs, **with the resources available.**

Following receipt of the relevant information, the Board may assess how the school can meet the needs of the child. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, inclusion support assistant, specialised equipment or furniture, transport services or other.

The school principal, in some cases may seek a meeting with the parents/guardians of the child and the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include Parents, Principal, Class Teacher, Special Education Teacher, Special Educational Needs Organiser or Psychologist, as appropriate.

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

The BoM of St. Nessian's NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

### **17. Arrangements regarding students not attending religious instruction**

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

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

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

To promote inclusion, pupils will remain in the class during all lessons. Pupils will be permitted to work independently to complete project work, read, write or engage in another educational activity which will be respectful of the work of the class at that time.

## **18. Reviews/Appeals**

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

The parents/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

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

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

### **Right of appeal**

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

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was ratified by the Board of Management of St. Nessian's NS on 12<sup>th</sup> Oct. 2020.

**Signed:**

Chairperson of Board of Management

**Date:**

**Signed:** *Marie McKeogh*

Principal/Secretary to the Board of Management

**Date:** *12<sup>th</sup> October 2020.*

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