

Admission Policy of Scoil Ghobnatan

School Address: Bellevue, Mallow, Co. Cork P51 KW86

Roll number: 19256Q

School Patron: Bishop William Crean

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 14th September 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 Ghobnatan 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/facebook 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 Ghobnatan is a Catholic co-educational primary school, with special educational classes, with a Catholic ethos under the patronage of the Bishop of Cloyne.

“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 Ghobnatan 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.

Mission Statement

Scoil Ghobnatan is a mixed Primary School under the Patronage of the Roman Catholic Bishop of Cloyne. In accordance with the general practice in Catholic schools, our pupils are prepared for the Sacraments of Reconciliation, First Communion and Confirmation. The school is run according to the basic principles of Christianity- love of God and love of others. We endeavour to foster an atmosphere of inclusiveness in our school that encourages respect for diversity of values, religions, traditions and cultures in the society of today.

The school curriculum is taught in all its aspects, with the emphasis on encouraging all children to achieve to their full potential. A high level of communication and co-operation exists among all members of the school staff and this contributes in no small measure to the general efficiency of the school and the care and attention given to all our students.

We hope that the life and work of our teachers, pupils and ancillary staff will at all times be in accordance with the words on our school crest. “Chun Gloire De”

Scoil Ghobnatan Motto: ‘Every Child is Valued’

3. Admission Statement

Scoil Ghobnatan 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 Ghobnatan is a school whose objective is to provide education in an environment which certain religious values and does not discriminate where it refuses to admit as a student a person who is not of catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Ghobnatan is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

Scoil Ghobnatan with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with

- a) DLD Developmental language Disorder
- b) EBD Emotional Behavioural Disturbance

In order to enrol in our special classes, a child must have reports from the relevant professionals (eg: psychologist, speech and language, psychiatrist), stating that:

- the child has a disability (in line with the special class in question) and
- the child has complex or severe learning needs that require the support of a special class setting and the reasons why this is the case.

The professional report must meet DES requirements for the particular disability in question.

To enrol in the DLD Class the Pupils who have:

- A diagnosis of DLD from a relevant professional and
- Supporting recommendation from that professional that the pupil requires placement in a DLD class setting may be enrolled in accordance with the guidelines set out in DES circular 38/2007.
- The applicants are ranked in order of priority as per priority rating scale, taking into account, factors such as the severity of the speech and language disorder and the number of areas affected. The impact of the disorder on the child's social/emotional well-being and the child's age are taken into account.
- Reference is made to School/Preschool reports and the Social, Emotional & Behavioural checklists to inform this process.

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 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.
- c) Scoil Ghobnatan is a catholic school and may refuse to admit as a student, a person who is not of catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special classes attached to Scoil Ghobnatan provide an education exclusively for students with a) DLD and b) EBD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. 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:

Criteria if oversubscribed for Mainstream Classes:

1. Siblings of a student attending or having attended Scoil Ghobnatan- priority to eldest.
2. Children of Past pupils- priority to eldest.
3. Proximity to School, living within the parish- priority to eldest.
4. Children from neighbouring parishes-priority to eldest
5. Children of Current Staff – priority to eldest.
6. All other applicants-priority to eldest.

Criteria if oversubscribed for EBD Classes:

1. Pupils who previously attended the EBD class in Scoil Ghobnatan and, following a period of full integration in the mainstream class, have been reassessed and have a recommendation of enrolment in the EBD class – priority to oldest.
2. Pupils who are enrolled in a mainstream class in Scoil Ghobnatan – priority to oldest.
3. Siblings of existing pupils in Scoil Ghobnatan primary school – priority to oldest.
4. Children living in the parish of Mallow – priority to oldest
5. Children living in neighbouring parishes – priority to oldest
6. All other applicants- priority to oldest.

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), in mainstream and EBD class, the following arrangements will apply: Specific criteria outlined for DLD Class.

1. Priority will be given to children within the particular category in order of age, starting with the oldest.
2. And if necessary by the drawing of lots- supervised by Principal in the presence of staff representative(s) and members of the Parent Body.

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,
- (b) the payment of fees or contributions to the school;
- (c) a student's academic ability, skills or aptitude;
 - admission to a special class 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;
- (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 criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school.

(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).

8. Decisions on applications

All decisions on applications for admission to Scoil Ghobnatan 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 Ghobnatan, 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.

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 Ghobnatan 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.

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 Ghobnatan 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 Ghobnatan 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 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:

1. Parents request an application form from school. Form is available on website.
2. Parents complete and submit application by due date as in Notice. Applications for DLD and EBD must submit appropriate reports with application.
3. School makes decision on applications received.
4. Parents notified within the timeframe- within 3 weeks of closing date as set out in the notice.
School offers place or
School places applicant on waiting list for the year concerned.
5. Applicant accepts place, accepts the code of behaviour (Section 11) or applicant refuses place.
6. In the event of being unable to enrol a child in any given school year, the child's name will be placed on a waiting list. If refused, the applicant will be notified of their right to appeal under Section 29 of the Education Act 1998.

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:

As above- however, parents are notified of the decision within 3 weeks of receiving an application.

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

The board of Scoil Ghobnatan 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 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) or the student, as the case may be, to discuss how the request may be accommodated by the school. An agreement is drawn up and signed by Parent/Guardian.

18. Reviews/appeals

Review of decisions by the board of Management

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

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.