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Admissions Policy

1. Introduction

- 1.1 This Admission Policy (the 'Policy') for St Paul's National School (the 'school') 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.
- 1.2 The policy was approved by the school patron on 08/02/2022. It is published on the school's section of the Mountmellick Group of Parish's Website and will be made available in hardcopy, on request, to any person who requests it.
- 1.3 The relevant dates and timelines for St Paul's N.S.'s admission process are set out in the school's annual admission notice which is published annually on the school's section of the Mountmellick Group of Parish's website at least one week before the commencement of the admission process for the school year concerned (www.mountmellickgroupofparishes.ie). This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

- 2.1 St Paul's N.S. is a co-educational primary school with a Church of Ireland ethos under the patronage of the Most Revd Pat Storey, Bishop of Meath and Kildare.
- 2.2 "Church of Ireland/Anglican" ethos in the context of a Church of Ireland primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world

around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, St Paul's N.S. encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

- 2.3 In Accordance with Section 15 (2) (b) of the Education Act, 1998 the Board of Management of St Paul's N.S. shall uphold and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, education, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school. Our school is under Church of Ireland patronage, and thus our statement of ethos will be governed by Church of Ireland teaching and values. This is in accord with The Deed of Variation appended to the School Lease, which ensures the continuation of the denominational ethos and governance of our school.
- (i) As a provider of education within our community, the School models and transmits a philosophy of life inspired by belief in God and in the life, death and resurrection of Our Lord Jesus Christ. Consequently, the policies, practices and attitudes of the School are inspired by the values of The Gospel.
 - (ii) As a Church of Ireland School, the traditions and teaching of the Church of Ireland inform the position of the school in regard to religious and moral issues arising in the teaching of both religious and secular subjects which is informed by the classical Anglican balance of scripture, tradition and reason.
 - (iii) The school is part of the local church community and identifies strongly with the Parish. The Rector visits the school on a regular basis in his/her role as Chaplain.
 - (iv) The school is a community where all pupils are equally valued and respected – regardless of sex, social background, family circumstances, educational achievements, physical characteristics, religion or intellectual functioning. Pupils experience a sense of caring and belonging. They are treated fairly, and their spiritual, moral and religious development is encouraged, as is their intellectual, social and academic development.
 - (v) The school is a community where moral values such as honesty, truthfulness, justice, fairness, sensitivity and responsibility are nurtured and protected. The justification of these is to be found in Biblical teaching as interpreted by The Church of Ireland. They are also reflected in the School's Code of Behaviour with its emphasis on forgiveness and reconciliation and the opportunity for new beginnings.
 - (vi) The work of the school is carried out in an atmosphere of tolerance and respect for religious differences, as set out in the Enrolment Policy. The value and dignity of each person as an individual created by God is recognised
 - (vii) Religious Education occupies a central position in the School curriculum and is regarded as a core subject. All pupils participate in Religious Education Lessons. Following application to the Board of Management, provision may be made for parents to exercise their right to withdraw their children from Religious Education lessons.
 - (viii) The school nurtures freedom of thought and a personal relationship with God. This is most evident in the teaching of Religious Education and in the prayer life of the school community.

- (ix) We wish to make it clear that our school is a Church of Ireland School. Yet we believe that children of every faith and none are entitled to a sympathetic education, and that they can and will receive this within the Christian environment offered by our school.
- (x) While we are anxious at all times to strengthen our School's links with the community at large and with other schools, we must give priority to strengthening the links between the School and the various congregations from which its children derive, as set out in our Enrolment Policy.
- (xi) The school aims at fostering a spirit of harmony and co-operation between management, parents, staff, and pupils and the wider community, and recognises the complementary roles of parents and teachers in educating the young.
- (xii) The teaching staff aim to make the school a centre of excellence in which the highest professional standards are maintained and where pupils can learn in a safe and happy atmosphere. Teachers are encouraged to develop their personal and professional talents so that they may better serve the pupils in whose education they play such a significant part.

3 Admission Statement

3.3 St Paul's N.S. will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil concerned has special educational needs

3.4 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 Paul's N.S 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 pupil a person who is not Church of Ireland/Anglican and it is proved that the refusal is essential to maintain the ethos of the school.

3.5 While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management (the 'Board') reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students. Within the multi-class setting, the Board seeks to have a balance of 5 pupils

per class and where this is exceeded to reclaim the balance within the room in future enrolment where this is both possible and practicable. The Board has decided to have a maximum of twenty pupils per classroom where this is possible and practicable and a total enrolment of no more than forty. This is to ensure that the needs of all pupils are met, to facilitate the teaching of four classes in each classroom and to ensure that the classrooms are safe, workable environments.

- 3.6 In determining the level of admissions, the Board shall take account of Department of Education & Skills ('DES') regulations/circulars in relation to staffing, class size and pupil teacher ratios and health and safety requirements. The Board of Management will in the light of sections 6(e), 9(m) and (15) (2) (d), of the Education Act 1998 give consideration to issues such as physical space, the size of classrooms/play areas/school premises, the number of pupils expected to leave the school, multi-grade classes, the effect of the intake on division/pairing of classes, the presence of pupils with special educational and/or behavioural needs, the deployment of teachers and the resources of the School.
- 3.7 St Paul's will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St Paul's will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act."

4 Notification of Intention to Apply Form

- 4.1 Those intending to apply for enrolment of a student in the School (the "Intending Applicant") should contact the School and request a copy of the Notification of Intention to Apply Form. Submission of the Notification of Intention to Apply Form does not offer any priority whatsoever to the Intending Applicant nor does it in any way guarantee a place for him/her either for the term and year requested nor for any other term or year.
- 4.2 Those who have returned a Notification of Intention to Apply Form will be sent an Application Form in the proposed year of proposed enrolment in the School.
- 4.3 If the intention is to seek to enrol a child in less than 21 days, an Application Form should be requested and there will have to be full compliance with this Policy in terms of the application.

5 Application for Admissions

- 5.1 All applications for a place in the School shall be submitted to the School Principal on the School Application Form. An Enrolment Pack including the Ethos Statement, Admissions Policy, Code of Behaviour, Attendance Policy, Child Safeguarding

Statement, Administration of Medication Policy, Anti-Bullying Policy, RSE Policy and Communication and Complaint Policy will be made available to each Applicant with a copy of the Application Form at the appropriate time.

- 5.2 The application form must be submitted during the Admissions Application period i.e. between **9.00 am on Thursday 12th January 2023 and 3.00 p.m. on Tuesday 7th February 2023.**
- 5.3 The School will not accept applications in advance of **9.00 a.m. on Thursday 12th January 2023.**
- 5.4 The strict deadline for receipt of fully completed Application forms is **3.00 p.m. on Tuesday 7th February 2023. (the ‘closing date’).**
- 5.5 Only those Application Forms that have been completed in full, signed, dated, accompanied by requested supporting documentation and submitted by the closing date will be considered by the Board. In order for an application to be considered, all requested accompanying documentation must be provided prior to the closing date. It is the Applicant’s sole responsibility to ensure all requested supporting documentation is submitted with the application.
- 5.6 An Application Form must be accompanied by:
- (i) A birth certificate for the student in respect to whom the application has been made (the “Applicant Student”)
 - (ii) Proof of address in the form of a utility bill in the Applicant Parent/Guardian’s name. This must be dated within 3 months of the closing date. This address must be the address at which the child resides.
 - (iii) Either (a) A Statement confirming that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

Or

- (b) Where this is not applicable, a statement confirming the religious background of the Applicant Student or if the applicant student has no religious affiliation a statement confirming this
- (iv) Evidence to confirm and support that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland. Such evidence generally consists of
 - a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptized as a member of the minority religion *or*
 - a letter from the relevant church leader confirming that the Applicant Student is a member of the minority religion *or*

-the signature and stamp of the relevant Church leader on the application form confirming that the Applicant Student is a member of the minority religion.

- 5.7 It should be noted that submission of an Application Form does not confer a right to admission nor does it guarantee a place in the School.
- 5.8 Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.
- 5.9 Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School. If an application is submitted prior to the Admissions Application Period, the application will not be considered by the Board.
- 5.10 Applicant Students, in respect of whom applications are made for junior infants, must have attained their 4th birthday by the 30th April in respect of which the application for enrolment is made and must be fully toilet-trained.

6. Admission of Students

- 6.1 The school shall admit each student seeking admission except where the school is oversubscribed (See Oversubscription below for further details) **or** a parent of a student fails to confirm in writing acceptance of the School's Code of Behaviour (in accordance with section 23 (4) of the Education (Welfare) Act 2000 and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- 6.2 St Paul's N.S is a Church of Ireland/Anglican school and may refuse to admit as a student a person who is not of the Church of Ireland/Anglican denomination where it is proved that the refusal is essential to maintain the ethos of the school.
- 6.3 The Board having considered the applications, will issue its decisions in writing within 21 days of the closing date.
- 6.4 Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.
- 6.5 Applicants who have been offered a place, and wish to accept, must return to the School in writing within 21 calendar days of the date on the offer letter the Registration Form. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.
- 6.6 It is a condition of enrolment that parents/guardians sign an acceptance of the school's Code of Behaviour, Admissions Policy and Ethos Statement.

- 6.7 Applicant Students with Special Needs must submit medical/psychological reports in order that all necessary supports or adjustments can either be sought from the relevant bodies or be put in place prior to the arrival of the applicant student in the school.
- 6.8 The school must be made aware of details of any medical conditions and allergies which the applicant student may have and details of medication (if any) presently being taken in line with 'The Administration of Medication Policy.'
- N.B.: Members of the school staff are not obliged to administer medications.
- 6.9 Applications are not encouraged in the course of the school year except in the exceptional circumstances where a child has moved to the area and doesn't have access to a school within the locality
- 6.10 Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.
- 6.11 The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patron requirements,

7. Oversubscription

- 7.1 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:

Selection Criteria

- (a) **Priority Category 1:** An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in St Paul's N.S. and who lives within the boundary of the Mountmellick Group of Parishes.
- (b) **Priority Category 2:** An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school and who lives no more than 5km outside the boundary of the Mountmellick Group of Parishes.
- (c) **Priority Category 3:** All other Applicant Students who comply with the terms of this Policy.
- 7.2 In respect of Priority categories 1 and 2 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the Board of Management of St Paul's N.S. must satisfy itself that the Applicant Student is a member of a minority religion and that St Paul's N.S. provides a programme of religious instruction which is of the same religious ethos, or a similar

religious ethos to , the religious ethos of the minority religion of the Applicant Student.

- (i) a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student

And

- (ii) evidence from the Applicant to support the statement that the Applicant Student is a member of the Church of Ireland, or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos. This evidence will consist of:

- a letter from the relevant religious leader confirming, that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland. or
- the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland. or
- a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

- 7.3 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 within the priority category to Applicant Students who have siblings currently enrolled in the school ('Sibling Applicant Students') Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students using a lottery system. If a lottery system is used in the case of oversubscription, the relevant applicants will be invited to attend the lottery as witnesses where the names will be drawn by the Chairperson.

-Where the number of Sibling Applicant Students in such a priority category, does not exceed the number of places available, the remaining places in this category will be allocated using a lottery system; the relevant applicants will be invited to attend the lottery as witnesses where the names will be drawn by the Chairperson. 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 place on the waiting list as it applies in the particular priority category.

8. What will not be considered/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 (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 event that oversubscription occurs siblings of pupils attending the school shall be given priority as outlined in the selection criteria (6.3)
- (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)

9. Decisions on Applications

9.1 All decisions on applications for admission to St Paul's N.S. 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.

9.2 The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.

- 9.3 In exceptional circumstances, the School reserves the right to refuse enrolment where:
- i. The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
 - ii. The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.
- 9.4 Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

10. Notifying Applicants of Decisions

- 10.1 Successful applicants will be advised in writing of the offer of a place and are asked to accept the place by completion of the Registration Form within the specified time frame as outlined in the annual admissions notice
- 10.2 It should be ensured that the following information is included with your Registration form:
- Contact numbers
 - Details of any medical conditions and allergies which the prospective pupil may have and details of medication (if any) presently being taken in line with 'The Administration of Medication Policy'
 - Applicant Students with Special Needs must submit medical/psychological reports in order that all necessary supports or adjustments can either be applied for to the relevant bodies or be put in place prior to the arrival of the pupil in the school
 - Whether or not the applicant student will require language support
 - Where relevant, copies of court orders relating to guardianship or other relevant matters
 - Completed Primary Online Database (POD) form
- 10.3 If a student is not offered a place in St Paul's N.S., 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).

11 Acceptance of an offer of a place by an applicant

11.1. In accepting an offer of admission from St Paul's N.S., 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 are 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.

12. Circumstances in which offers may not be made or may be withdrawn

12.1 An offer of admission may not be made or may be withdrawn by St Paul's N.S. 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.

13. 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;
- (v) 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).

14. Waiting list in the event of oversubscription

14.1 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 Paul's N.S.

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 Paul's N.S. 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.

Applicant students 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.

15. Late Applications

- 15.1 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.
- 15.2 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. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

16. Procedures for admission of students to other years and during the school year

- 16.1 St Paul's N.S. does not encourage applications for the admission of students to other years during the school year unless under the exceptional circumstances where a child has moved to the area and does not have access to another school within the locality. Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.
- 16.2 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. 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. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place

available, the name of the applicant student will be added to the waiting list in accordance with section 13 of this policy.

- 16.3 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: 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. Applicant students will be offered a place in the relevant class if there is a place available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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

- 17.1 The board of St Paul's N.S. 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.

18. Arrangements regarding students not attending religious instruction

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

19. Review of decisions by the Board of Management/Appeals

- 19.1 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.

- 19.2 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.

20 Right of appeal

- 20.1 Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, 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.
- 20.2 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)
- 20.3 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)
- 20.4 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.

21. Ratification and Review

This Admissions Policy will be regularly reviewed by the Board and follows guidelines issued by the Patron in respect of admissions.

22. Modification Clause:

The Board of Management reserve the right to modify details of the Admissions Policy at short notice. Such modification may be needed in an ever-changing environment and social context.

Policy Ratified on: _____

Signed by: _____

Dated: _____

