**St Colman’s N.S.**

**ANNUAL ADMISSION NOTICE**

**in respect of admissions to the 2021/2022 school year**

**Admission Policy and Application Form**

A copy of the school’s **Admission Policy** and the **Application Form for Admission** for the School Year- September 2021-August 2022 is available as follows:–

To download at: www.mucklaghns.ie

On request: By emailing principal@mucklaghns.ie or writing to : Principal, St. Colman’s N.S., Mucklagh, Tullamore, Offaly

**PART 1- Admissions to the 2021/2022 school year**

**Application and Decision Dates for admission to St. Colman’s N.S. 2021/2022**

The following are the dates applicable for admission to Junior Infants

| The school will commence accepting applications for admission on | **1/10/22** |
| --- | --- |
| The school shall cease accepting applications for admission on | **24/2/23** |
| The date by which applicants will be notified of the decision on their application is | **7/3/23** |
| The period within which applicants must confirm acceptance of an offer of admission is | **15/3/22** |

**Note: the school will consider and issue decisions on late applications in accordance with the school’s admission policy.**

**Special Class Application and Decision Dates for admission to Lann Eala 2021/2022**

The following are the dates applicable for admission to the school’s Special Classes- Lann Eala which caters for children with a diagnosis of A.S.D. and recommendation for a place in a special class-

| The school will commence accepting applications for admission to the special class on | **1/10/22** |
| --- | --- |
| The school shall cease accepting applications for admission to the special class on | **24/2/23** |
| The date by which applicants will be notified of the decision on their application for admission to the special class is | **7/3/23** |
| The period within which applicants must confirm acceptance of an offer of admission is | **15/3/23** |

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

**Number of places being made available in Lann Eala 2021/2022-\_\_\_\_3\_\_\_\_\_\_\_\_\_**

| The number of places being made available in junior infants is | **28** |
| --- | --- |
| The number of places being made available in Lann Eala catering for children with A.S.D. is | **3** |

**Admission Policy of St Colman's N.S.**

**Mucklagh, Tullamore, Co. Offaly**

**Roll number:17746A**

**School Patron: Bishop Tom Deenihan**

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 in July. 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 St. Colman’s N.S. admission process are set out in the school’s annual admission notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who requests it.

## Characteristic spirit and general objectives of the school

St Colman’s N.S. is a Catholic co-educational primary school including an Autism Unit- LannEala, with a Catholic ethos under the patronage of the Bishop of Bishop of Meath His Lordship Bishop Thomas Deenihan

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 St. Colman’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, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

**Vision and Mission Statement**

Our vision for St. Colman’s N.S. is of a safe and happy place where each child is nurtured and valued in an atmosphere of fairness, tolerance and respect. Our school promotes the holistic development of each child so that he or she may realise his/her potential as a unique individual. We aim to foster the Christian values of respect, honesty, courtesy, responsibility, tolerance and consideration for others. We endeavour to enable each child to develop his/her skills, through access to the Revised Curriculum, to the best of his/her ability. We cherish and foster positive, co-operative relationships between teachers, staff, pupils, parents and the wider community. We value and encourage good parental communication and involvement, based on mutual trust and understanding.

At present, the teaching staff is comprised of 12 mainstream teachers, 6 Special Education teachers, 3 class teachers in the Autism Unit-LannEala and 1Principal. Special Needs Assistants-12 full time posts, two 0.83 posts and two 0.5posts. The full range of classes aretaught in the school and classes are of mixed gender. There are currently 18 pupils in LannEala

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Class starts at 9.20 a.m. and finishes at 3.00 p.m. Infant Classes finish at 2.00 p.m.

**Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

* To make decisions on all applications in an open and transparent manner consistent with the ethos, the Mission Statement of the school and legislative requirements
* To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
* To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

1. **Admission Statement**

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

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

| **All denominational schools**  St. Colman’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 student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school  **Schools with special education class(es)**  St Colman’s N.S. 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 diagnosis of Autism and may refuse to admit a student who does not have the category of needs specified.  ***St. Colman's NS is a Roman Catholic School and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school"***. |
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1. **Categories of Special Educational Needs catered for in the school/special class**

| **St. Colman's N.S. Is a mainstream school with SEN classes attached**  St. Colman's N.S. with the approval of the Minister for Education and Skills, has established 3 classes Lann Eala 1, Lann Eala 2, Lann Eala 3 to provide an education exclusively for students with a diagnosis of Autism (ASD) |
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1. **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see section 6 below for further details)
2. 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

(All applications will be dated upon receipt)

| **All denominational schools**  St. Colman’s N.S.is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.  **School with special education class(es)**  The special classes Lann Eala 1,2,&3 attached to St. Colman's N.S. provide an education exclusively for students with a diagnosis of ASD (autism) and a recommendation for placement in an ASD special class. 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.  Under guidelines from the Department of Education and Skills the maximum class size is six pupils. LannEala Autism Unit will only consider children for enrolment if they have a definite diagnosis of Autism and have a written professional recommendation for a place in an Autism Unit in a mainstream setting. If the number of children on the list of applicants exceeds the number of places available the following criteria will apply.  1. Priority will be given to a child already enrolled in St. Colman’s N.S. identified with a diagnosis of ASD and a recommendation for a place in the ASD unit by a clinical psychologist.  2. Priority will be given to a child who has sisters / brothers / stepsiblings of children already in the school.    3. Children whose primary residence is within a 4km radius of St. Colman’s N.S., Mucklagh Parish –(website for establishing radius)  https://www.mapdevelopers.com/draw-circle-tool.php  4.All other applicants-  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: those applicants will be prioritised beginning with the child nearest to the school until all places have been filled. In the event that more than one applicant is within the four km radius a lottery system will be used to select from these pupils until all places are filled.    **Note** – All decisions to offer places will involve consultation between the SENO Officer- Olivia Ridgeway and the Principal. If necessary it may include some or all of the following - the schools NEPS Psychologist, Clinical Psychologist and class teacher.  If a child is granted a place in the unit for a particular school year and the parents do not accept the placement, the child’s name is removed from the list of applicants for that particular year. A new application must be made to reinstate the child on the list of applicants for placement in subsequent years.  Allocation of a place in the Autism Unit does not guarantee a place in mainstream classes for any siblings |
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1. **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:

| **Priority** | **Junior infant Enrolment Criterion** |
| --- | --- |
| 1 | Priority is given to brothers and sisters of children in the school. |
| 2 | Families whose primary residence is within a 4km radius of St. Colman’s N.S., Mucklagh Parish (website for establishing radius) https://www.mapdevelopers.com/draw-circle-tool.php |
| 3 | All other applicants |
| 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:  Places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated. If two children have the same birth date-a lottery will apply  The Board of Management will keep remaining applicant(s) on a waiting list for cancellations arising before the school year ends. | |

Note The Board of Management currently operates a maximum average of 26 pupils per mainstream class, based on the staffing circular of the Department of Education and Skills Circular 18/2020

1. **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:

| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,   other than in relation to a student’s prior attendance at—  (I) an early intervention class, or  (II) an early start pre-school, specified in a list published by the Minister from time  to time;  (III) having availed of AIMS support in preschool   1. the payment of fees or contributions (howsoever described) to the school; 2. a student’s academic ability, skills or aptitude;   (other than in relation to:   * 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  1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents/guardians; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 3. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school; 4. 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. |
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1. **Decisions on applications**

All decisions on applications for admission to St. Colman’s N.S .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 14 below in relation to applications received outside of the admissions period and [section 15](#_heading=h.3znysh7) 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.

1. **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).

1. **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Colman’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 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.

1. **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. Colman’s N.S. where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 10 above.
5. **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.

Section66 (6) allows a school to provide a patron or another board of management with a list of the students in relation to whom;

1. An application for admission to the school has been received
2. An offer of admission for the school has been made, or
3. An offer of admission to the school has been accepted

The list may include any or all of the following:

1. The date on which an application for admission was received by the school;
2. The date on which an offer of admission was made by the school
3. The date on which an offer of admission was accepted by an applicant
4. A students personal details including his or her name, address, date of birth and PPS number(within the meaning of section 262 of the Social Welfare Consolidation Act 2005
5. **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. Colman’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. Colman’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.

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. The criterion date of birth of the child applying will only be applied in the case of children who are tied for the last place in the Junior Infant intake class(es). When children are tied for the final places in classes above Junior Infants, after all the criteria in section 7 of this policy are applied, distance from the school will dictate final places being offered and remaining applicants will be kept on a waiting list for any places becoming available later

1. **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 of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in section12

1. **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- (Senior Infants – 6th class)**  Parents/Guardians complete an Application Form Parents read and sign the Code of Behaviour.  Applications for enrolment will be considered subject to the school’s admission policy and available space in the class. Such applications will be dealt with on a case by case basis  At the moment the Board of Management of St. Colman’s N.S. adheres to a maximum class size of 26 pupils per class, based on the current staffing circular from the Department of Education and Skills (Circular 18/2020) |
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| **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:**  The procedures of the school in this instance include those in the table above. It is recommended that the parent/guardian make an appointment to meet with the principal and class teacher before their child begins attendance in St Colman’s N.S. The principal will recommend to all applicants seeking places after September 30th each year and whose children are attending schools, **where possible**, that they retain their children in their current schools until the end of an instructional term (ie end of October, December, after Feb midterm. |
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1. **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The Board of St. Colman’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-

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

1. **Arrangements regarding students not attending religious instruction**

| The following are the school’s arrangements for students, where the parent~~s~~ have requested (in writing) 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 meeting will be arranged with the parents to discuss how their request may be accommodated by the school.  The class teacher will organise agreed alternative work from the curriculum for the child(ren) to complete during formal religious instruction time(s). This may involve use of appropriate IT activities using headphones. |
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1. **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.

Ratified in October 2022

Chairperson Board of Management: Fr. Mike Whittaker