

Admission Policy of Scoil Chaitriona Senior

School Address:

Renmore, Galway

**Roll number:
19468i**

School Patron:

Bishop Michael Duignan

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 1st October 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 Chaitriona Senior](#) 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.

2. Characteristic spirit and general objectives of the school

[Scoil Chaitriona Senior](#) is a Catholic, co-educational, [senior](#) primary school with special classes under the patronage of [Bishop Michael Duignan, Bishop of Galway, Kilmacduagh & Kilfenora](#).

“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 [Scoil Chaitriona Senior](#) 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 Chaitriona Senior](#) 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.

Our Mission Statement reads: Believe, Succeed, Achieve: Mól an Óige.

Addressing and responding to the diversity of needs and learners through active participation in learning, cultures and communities is a central feature of our school ethos.

Removing and reducing the barriers to education through the accommodation and provision of structures and arrangements are explicitly planned for and executed to ensure continuity and progression of learners.

A holistic approach is evident in where all aspects of the pupils are developed; Morally, Spiritually, Physically, Emotionally, Academically, Culturally and Musically.

A safe, happy, respectful learning and working environment is created and maintained through Rights and Responsibilities Charter (for pupils) and the Professional Codes of Conduct (for teachers) and upheld by respectful communication. High professional standards are supported by the Board of Management.

There is a demonstrated commitment by all in [Scoil Chaitriona Senior](#) to welcome and nurture each other.

Developing a sense of belonging and empathy through the supportive culture and environment where each individual has a sense of purpose is achieved.

The best interests of the pupils and the child's voice are at the heart of the decision making process.

Creating engaging, rich learner experiences and specific learner outcomes (concepts, skills and dispositions) drive the work of the school through strong and trustworthy relationships.

There is a deep commitment to continued personal development and Wellbeing in [Scoil Chaitriona](#) and a focus on lifelong learning.

Contributions to the education and development of all staff, families and the wider community are appreciated and celebrated.

Developing critical thinkers, engaged learners, problem solvers and global citizens in a supportive and challenging environment through inquiry based teaching approaches, initiatives and research based interventions is our shared purpose.

Prayer is a feature of the school day

3. Admission Statement

Scoil Chaitríona Senior 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.

Primary schools receiving applications from applicants of a minority religion

Scoil Chaitríona Senior is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

A Moderate General Learning Disability

Developmental Language Disorder

Specific Learning Difficulty (Dyslexia)

Hearing Impairment/ Deaf

An additional admission policy is available for these classes upon request.

5. Admission of Students

The defined registration period for 3rd class is normally February- March each year and will be communicated to parents in Scoil Chaitríona Junior school by the principal of the senior school.

Newly resident pupils (with an address in the parish of Renmore) may be enrolled during the school year.

A copy of the child's PPS number, proof of address and Birth certificate are required in order to meet Pupil Online Database requirements (POD).

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

The special classes attached to Scoil Chaitríona Senior provides an education exclusively for students with Moderate General Learning Disability, Developmental Language Disorder, Specific Learning Difficulty (Dyslexia) and Hearing Impairment 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 (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Pupils transferring from Scoil Chaitríona Junior, giving priority to the oldest.
Brothers and sisters of children already enrolled in the school. This includes step sisters/ brothers living at the same address.
Children living in the parish of Renmore, giving priority to the eldest.
Children of staff in the school, giving priority to the eldest.

Children whose home address is closest to the school, as measured by a straight line on an O.S. map, if the child is normally resident outside the Renmore Parish Boundary.

Scoil Chaitríona Senior is a Catholic school and may refuse to admit a pupil who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

In the case of the special classes, the school may refuse admission to these classes where the applicant does not meet the specified category of special educational needs provided for in the class/classes or where the maximum capacity as set by the NCSE has been reached.

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:

In the case of twins, both will be offered places.
Priority will be given to the older child/ children.
Applications/Admissions to special classes are subject to a separate policy.

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) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude;
Other than in relation to:
admission to (a) a special school or (b) 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.
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (f) 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 Chaitríona Senior](#) 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 Chaitríona Senior](#) 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 Chaitríona Senior](#) 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 Chaitríona Senior](#) 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 Chaitríona Senior](#) 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:

Confirmation that the pupil does not have a school place in the city and following consultation with the Educational Welfare Officer.

Availability of a place in the class/ year will be established

Parents will complete an enrolment form and furnish all relevant documents (Birth certificate, proof of address, attendance, educational progress reports and where relevant, copies of relevant professional reports/ records)

Parents will be given guidance on school policies/ procedures, requisites, booklists, uniform details etc.)

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:

Confirmation that the pupil does not have a school place in the city and following consultation with the Educational Welfare Officer.

Availability of a place in the class/ year will be established

Parents will complete an enrolment form and furnish all relevant documents (Birth certificate, proof of address, attendance, educational progress reports and where relevant, copies of relevant professional reports/ records)

Parents will be given guidance on school policies/ procedures, requisites, book lists, uniform details etc.)

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

The board of [Scoil Chaitríona Senior](#) 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 who have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request must be made to the Principal of the school. A phone call will then be arranged with the parent(s), to discuss how the request will be accommodated by the school. This conversation will include confirmation that the pupil's beliefs are respected and accepted. The pupil will remain in the classroom and can complete suitable activities/project work (provided by the parents) or unfinished school work. This may include an audio book where the child can use earphones. During whole school religious events e.g. Carol Service practice/ Confirmation practice, pupils will be accommodated with other non-practicing pupils in another classroom with a supervising teacher in a respectful and welcoming atmosphere. It will be acknowledged that there are many aspects of the school day where the Catholic Ethos is celebrated e.g. during whole school assemblies, visits from the parish priest, etc.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, 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, 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.



Scoil Chaitríona Senior

ANNUAL ADMISSION NOTICE

in respect of admissions to the 2022/2023 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2022/ 2023 is available as follows: –

To download at: <https://senior.renmoreschool.com/>

On request: By emailing info@renmoreschool.com or writing to Scoil Chaitríona Senior, Renmore, Galway, H91N5H6

PART 1 - Admissions to the 2022/2023 school year

Application and Decision Dates for admission to 2022/2023

The following are the dates applicable for admission to Third Class

The school will commence accepting applications for admission on	6th May 2022
The school shall cease accepting applications for admission on	27th May 2022
The date by which applicants will be notified of the decision on their application is	31st May 2022
The period within which applicants must confirm acceptance of an offer of admission is	13 June 2022

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 2022/2023

The following are the dates applicable for admission to the school's Special Class which caters for children with Developmental Language Disorder

The school will commence accepting applications for admission to the special class on	31/08/21
The school shall cease accepting applications for admission to the special class on	28/1//22
The date by which applicants will be notified of the decision on their application for admission to the special class is	15/03/22
The period within which applicants must confirm acceptance of an offer of admission is	One week

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

Special Class Application and Decision Dates for admission to 2022/2023

The following are the dates applicable for admission to the school's Special Class which caters for children with Specific Learning Disability

The school will commence accepting applications for admission to the special class on	31/08/21
The school shall cease accepting applications for admission to the special class on	01/03/2022
The date by which applicants will be notified of the decision on their application for admission to the special class is	31/03/22
The period within which applicants must confirm acceptance of an offer of admission is	One week

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

Special Class Application and Decision Dates for admission to 2022/2023

The following are the dates applicable for admission to the school's Special Class which caters for children with Moderate General Learning Disability

The school will commence accepting applications for admission to the special class on	31/08/21
The school shall cease accepting applications for admission to the special class on	28th May 2022
The date by which applicants will be notified of the decision on their application for admission to the special class is	31st May 2022
The period within which applicants must confirm acceptance of an offer of admission is	One week

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

Special Class Application and Decision Dates for admission to 2022/2023

The following are the dates applicable for admission to the school's Special Class which caters for children with Hearing Impairment

The school will commence accepting applications for admission to the special class on	31/08/21
The school shall cease accepting applications for admission to the special class on	28th May 2022
The date by which applicants will be notified of the decision on their application for admission to the special class is	31st May 2022
The period within which applicants must confirm acceptance of an offer of admission is	One week

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

