Admission Policy 2027-2028
Scoil Chaitríona Senior, Renmore, Galway
Roll No. 19468I
School Patron: Bishop Michael Duignan
Ratified by the Board of Management on the October 22nd 2026

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.

Scoil Chaitríona Senior will cooperate with the National Council for Special Education NCSE) 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 NCSE.

The relevant dates and timelines for Scoil Chaitríona Senior admission process are set out in the school's annual admission notice which is published in Appendix 1 of this document, and 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 and 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 Chaitríona 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 Chaitríona 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. General objectives:
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.

Prayer is a feature of the school day.

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 and Culturally.

A safe, happy, respectful learning and working environment is created and maintained through the 'Code of Behaviour and Relationships Policy' 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 staff in Scoil Chaitríona Senior to welcome and nurture the children in our care.

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 Chaitríona 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.

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.

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

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 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.

A. *Moderate General Learning Disability (Rangers Class)*

Enrolment in the Scoil Chaitríona Senior Class for Moderate General Learning Disability (ModGLD) is contingent upon meeting specific criteria. A moderate general learning disability refers to a specific category of learning disability characterised by significant challenges in acquiring and processing information, resulting in difficulties with academic achievement and intellectual functioning. Individuals with a moderate general learning disability typically exhibit cognitive abilities that are below average but not severely impaired.
Some common characteristics of individuals with a moderate general learning disability include:
Intellectual Functioning: Children with Mod GLD typically have an IQ (intelligence quotient) ranging from 35 to 55, indicating below-average intellectual functioning.

Learning Challenges: Children with a diagnosis of Mod GLD experience significant difficulties in acquiring and retaining new information across various academic areas, including reading, writing, mathematics and comprehension skills.
Language and Communication: Children with a diagnosis of Mod GLD may struggle with expressive and receptive language skills, making it challenging to communicate effectively and understand complex instructions.
Social and Emotional Development: Children with a diagnosis of Mod GLD may face difficulties in social interactions and maintaining appropriate relationships, often requiring additional support to develop social skills and emotional regulation.
Adaptive Skills: Children with a diagnosis of Mod GLD may exhibit delays in developing daily living skills, such as self-care, organisation, time Management and problem-solving.
It is important to note that the severity of a moderate general learning disability can vary among individuals. The diagnosis and classification of learning disabilities are determined through comprehensive assessments conducted by qualified professionals, such as psychologists, educational specialists and other specialists in the field of learning disabilities.

Diagnosis:
The child seeking enrolment must have a confirmed diagnosis of Moderate General Learning Disability (ModGLD).

Enrolment in the ModGLD class will be considered only when it is demonstrated that a student requires the support of a special class because they are unable to learn effectively in a mainstream class for most or all of the school day, even with appropriate support. This ensures that the learning environment is tailored to meet the specific needs of each child, fostering an inclusive and supportive educational atmosphere.

Criteria for enrolment:
A pupil enrolled in a special class for pupils with Mod GLD must meet *each* of the following criteria:
- A comprehensive Multi-Disciplinary Assessment, conducted within the past two years, is imperative. This assessment should encompass input from various professionals, including but not limited to a clinical psychologist, occupational therapist, speech and language therapist, social worker, psychiatrist, and physiotherapist. Their combined evaluation will contribute to determining the child's needs and abilities.

AND
- A medical professional from the aforementioned list must provide a recommendation that supports the appropriateness and suitability of a Special Class placement for the child.

AND
- Priority will be given to applicants with a diagnosis of **Moderate GLD** only, **whose primary educational needs are arising from this diagnosis**. All reports/ letters (OT, SLT, CAMHS, CDNT, etc) to be submitted with the application. 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.

AND
- A letter from the NCSE (Letter of eligibility) confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Mod. GLD.

Additional Information:
- The number of places available each year will vary depending on the number of children discharged from the class. The maximum number of places available at any one time is 8.
- In the event of oversubscription, the admissions committee will refer to the ‘Section 6: Oversubscription’ for applicants who meet the criteria for the Moderate GLD class.
- The child must have completed Second Class in Primary School before entry into the class.
- Children in special classes automatically qualify for an Irish Exemption (Circular 0054/ 2022) The parents can apply to the Board of Management for same.

The school acknowledges that young people in the Moderate General Learning Disability range often have accompanying additional disabilities. The degree of disability and its implication for the success of a placement in Scoil Chaitríona Senior will be considered in each individual case. A student may be refused a place if the Principal deems the special class in Scoil Chaitríona Senior is not the most appropriate placement for that student.

B. *Specific Learning Difficulty (Dyslexia) 'The Reading Class'*

Enrolment in the Scoil Chaitríona Senior's Class for Children with SLD Dyslexia is contingent upon meeting specific criteria as outlined in circular 08/02.

The following guidelines outline the necessary steps for admission:

Diagnosis: A Psychologist has clearly identified Specific Learning Difficulty/ Dyslexia (SLD), as defined by the Department of Education and Science. Dyslexia is the primary difficulty of the child.

Criteria for enrolment

A pupil enrolled in a special class for pupils with SLD/ Dyslexia must meet each of the following criteria:

- A recommendation from a psychologist that a place in the SLD Dyslexia Class would be a suitable placement

AND

- The child will have a delay in reading, writing, spelling or Maths which places him/her at or below the second percentile.

AND

- The child will be of average intelligence or higher. The acceptable measure is Full Scale IQ or General Ability Index of 90 or above.

AND

- The child must have completed Second Class in Primary School before entry into the class.

AND

- Priority will be given to applicants with a diagnosis of SLD/ Dyslexia only. All reports/ letters (OT, SLT, CAMHS, CDNT, etc) to be submitted with the application.

AND

- A letter from the NCSE (Letter of eligibility)confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for SLD dyslexia, if applicable.

Additional Information:

- The number of places available each year will vary depending on the number of children discharged from the class. The maximum number of places available at any one time is 9.
- In the event of oversubscription, the admissions committee will refer to Section 6: 'Oversubscription' for applicants who meet the criteria for the Dyslexia class.
- The child must have completed Second Class in Primary School before entry into the class.
- Children in special classes automatically qualify for an Irish Exemption (Circular 0054/ 2022). The parents can apply to the Board of Management for same.

C. *Class for the Deaf and Hard of Hearing*

Scoil Chaitríona Senior Class for the Deaf and Hard of Hearing, with the approval of the Minister for Education, provides an education exclusively for pupils who have been assessed by a qualified audiologist or audiological scientist and who are found to have a mild, moderate, severe or profound hearing loss; the parameters for which are defined in the HSE National Audiology Review 2011. (https://www.hse.ie/eng/services/publications/corporate/audiologyreview.pdf) Factors such as familial deafness, progressive hearing loss as well as children who are aphasic or have central auditory processing disorders will also be taken into consideration.

Diagnosis: The child must have a confirmed diagnosis of a significant hearing impairment by an audiologist.

Enrolment in a special class should only be considered where it has been demonstrated that a student requires the support of a special class because s/he is unable to learn effectively in a mainstream class for most or all of the school day even with appropriate support.

Criteria for Enrolment

The Council is of the opinion that a graduated approach should be adopted when considering the placement of a Deaf and hard of hearing child in a special school or special class. The process of assessment should include a rigorous examination of the interventions that were or could be put in place to support the inclusion of the child in mainstream education; this should take place before a decision is made regarding alternative placement in a special class or special school setting. (NCSE-The Education of Deaf and Hard of Hearing Children in Ireland guidelines 2011 page 28).

Placement decisions should be based on a multi-faceted assessment, which, in addition to cognitive ability, takes into account the child's interest in the widest sense. Factors to be taken into account include access to an education appropriate to the child's needs, the child's potential to benefit from mainstream education, the child's communication, social and emotional developmental levels, personal development, development of life skills, self-esteem, ability to form friendships, and the likelihood of isolation arising in the chosen setting (NCSE, 2011a).

A pupil enrolled in a special class for Deaf and Hard of Hearing must meet each of the following criteria:

- A comprehensive audiological assessment, conducted within the past two years, is required. This assessment should determine the extent of the hearing impairment and inform appropriate interventions.

AND

- A recommendation from an audiologist or hearing specialist must support the appropriateness and suitability of placement in a Deaf (Hearing Impaired) class for the child.

AND

- The child must have completed Second Class in Primary School before entry into the class.

AND

- A recommendation (written) from the Visiting Teacher for Deaf/ Hearing Impaired Children.

AND

- Priority will be given to applicants with a diagnosis of **deaf or hard of hearing** only, **whose primary educational needs are arising from this diagnosis**. All reports/ letters (OT, SLT, CAMHS, CDNT, etc) to be submitted with the application. 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.

AND

- A letter from the NCSE (Letter of eligibility)confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Deaf and Hard of Hearing.

Additional information

- The number of places available each year will vary depending on the number of children discharged from the class. The maximum number of places available at any one time is 7.
- In the event of oversubscription, the admissions committee will refer to Section 6: *'Oversubscription'* for applicants who meet the criteria for the Deaf and Hard of Hearing Class.
- The child must have completed Second Class in Primary School before entry into the class.
- Children in special classes automatically qualify for an Irish Exemption (Circular 0054/ 2022) The parents can apply to the Board of Management for same.

D. *Special Class for Autistic Pupils*

Children are eligible for enrolment in the Scoil Chaitríona Senior Special Class for Autistic Pupils (ASD) when they meet the criteria outlined below.

Enrolment in a special class should only be considered where it has been demonstrated that a student requires the support of a special class because s/he is unable to learn effectively in a mainstream class for most or all of the school day even with appropriate support.

Criteria for Enrolment

A pupil enrolled in a special class for autistic pupils must meet each of the following criteria:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 – this is a psychologist, psychiatrist, multidisciplinary report

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation and rationale as to what educational placement type would be most appropriate to best meet the child's needs

AND

- A letter from the NCSE (Letter of eligibility)confirming that the child is known to them and that the child has the required diagnosis and recommendation for a Special Class for Autistic Pupils. (Letter of Eligibility)

Additional information

- The number of places available each year will vary depending on the number of children discharged from the class. The maximum number of places available at any one time is 6.
- In the event of oversubscription, the admissions committee will refer to Section 6: *'Oversubscription'* for applicants who meet the criteria for the Special Class for Autistic Pupils.
- The child must have completed Second Class in Primary School before entry into the class.
- Children in special classes automatically qualify for an Irish Exemption (Circular 0054/ 2022) The parents can apply to the Board of Management for same.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

In the case of the mainstream classes, these steps apply:

1 Contact the school for the application form for enrolment. OR Complete the application for enrolment form online - senior.renmoreschool.com/enrolment

2 The application form for enrolment will be sent from Scoil Chaitríona Senior; please allow up to seven working days for receipt.

3 The parent(s) complete the relevant sections of the application form. Submit the completed application form and supporting documents during the designated application period.

4 Return the completed application form to the principal within the allocated time frame, before the Admissions notice deadline (annually changing, check www.senior.renmoreschool.com).

5 Acceptance of the Code of Behaviour and Relationships Policy is a condition of enrolment.

6 Parents/Guardians will be notified in writing regarding final placement decisions.

In the case of the special classes, these steps apply:

1 Contact the school for the application form for enrolment.

2 The application form for enrolment will be sent from Scoil Chaitríona Senior; please allow up to seven working days for receipt.

3 The parent(s) complete the relevant sections of the application form. Submit the completed application form and supporting documents during the designated application period.

4 Return the completed application form to the principal within the allocated time frame, before the Admissions notice deadline (annually changing, check www.senior.renmoreschool.com).

5 Acceptance of the Code of Behaviour and Relationships Policy is a condition of enrolment.

6 The Admissions committee will review the application and make a recommendation to the Principal for approval.

7 All offers of admission are subject to the approval of the Special Education Needs Officer (SENO).

The pupil transferring to the Reading Class in Scoil Chaitríona Senior (from any school other than Scoil Chaitríona Junior) should be allowed to transfer back to their previous school when the placement finishes. The parents should discuss this with the relevant school before accepting the place. The placement in Scoil Chaitríona Senior is for **up to** two years' duration. Placements will be reviewed **at the end of year one** and a second year offered if year one is deemed successful by Scoil Chaitríona Senior. At the end of the placement, the pupil will either return to a class in Scoil Chaitríona Senior (if a Scoil Chaitríona Junior pupil), or return to their original school or transfer to secondary school.

Scoil Chaitríona Senior, is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith, where it is proven that the refusal is essential to maintain the ethos of the school.

The special classes attached to Scoil Chaitríona Senior provides an education exclusively for students with;
Moderate General Learning Disability,
Specific Learning Difficulty (Dyslexia) and
Deaf/ Hard of Hearing
Special Class for Autistic Pupils

The school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Pupils currently enrolled in Scoil Chaitriona Senior. (This will apply to applications to our special classes only)
2. Pupils transferring from Scoil Chaitríona Junior.
3. Brothers and sisters of children currently/previously enrolled in the school. This includes step sisters/ brothers and cohabiting children at the same address. In the case of twins, the school will endeavour to offer both a place.
4. Children living in the parish of Renmore. The boundary of Renmore Parish follows the main road from the Huntsman Inn to just before the Railway Station in Oranmore - all housing to the seaside of that line.
5. Children of staff in the school. This applies to children of contracted, current, permanent, or temporary teaching and non-teaching staff employed directly by the school.
6. Parents or grandparents of an applicant having attended the school (In relation to parents and/or grandparents having attended, the school will only apply this criterion to a maximum of 25% of the available spaces as set out in the annual admissions notice)
7. Children whose home address is closest to the school, as measured by a straight line on Google Maps (using a drop pin from the pupil's Eircode to measure the distance to the school), if the child is normally resident outside the Renmore Parish boundary.
8. 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. (Provide Baptismal certificate)

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 arrangement will apply: Priority will be given to the older child/ children in the tie.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a preschool or a preschool service, including naíonraí.
(b) the payment of fees or contributions (howsoever described) to the school.
(c) 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.

(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) 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 30th 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.

Review and Evaluation of Applications to the Special Classes
Admissions Team Review: The school's admissions team will review the submitted applications and associated documents. The admissions team will carefully consider the child's needs and the school's capacity to meet those needs effectively. The admissions team will then make a recommendation to the Principal.

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.
Parents/ guardians must accept/ decline an offer of a place in a special class in writing.
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 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.

Offer of admission must be formally accepted within one week of receipt:
Mainstream classes: by submission of completed enrolment form
Special classes: acceptance must be submitted in writing via email to the Principal, Marianne Brady, on principal@renmoreschool.com

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 and relationships policy 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; NCSE; Bus Éireann
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).

When a pupil has been offered a place in a special class, relevant data will be shared as per the requirements from the NCSE, eg: Form 7 and the Application for School Transport for Children with Special Educational Needs.

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 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 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:

Following consultation with the Educational Welfare Officer, if applicable, availability of a suitable place in the mainstream class/ year will be established by the principal/acting principal and brought to the Board of Management for consideration.

If a place is offered, parents will complete an ***'Acceptance of offer for Admission Form'*** (included with 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) and confirm acceptance of the code of behaviour and relationships.

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

A start date will be agreed.

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 via email to; principal@renmoreschool.com. A meeting/ phone call will then be arranged with the class teacher and 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 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 Youth.

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.

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.

19. Placement Reviews and Discharge from the Special Classes

The NCSE (2024) Guidelines state that a review of enrolment should take place at a minimum, once every 12 months, and include a careful examination of the child or young person's response to intervention and progress in achieving targets, as outlined in their Student Support Plan.

The review will be conducted with the guidance of the 'Review of Enrolment in a Special Class' circular 0023/2025

- Children's progress will be reviewed throughout each year and the Class teacher will give regular feedback to the parents.
- Where a child leaves the special Class during the academic year, this needs to be communicated to the SENO and School Transport Provider (if applicable) by the SEN Coordinator.

- The placement in Scoil Chaitríona Senior's Reading Class is for **up to** two years' duration. Placements will be reviewed **at the end of year one** and a second year offered if year one is deemed successful by Scoil Chaitríona Senior.
- Feedback of assessment results and recommendations will be given to parents by the Class teacher prior to discharge.
- A post-placement meeting between Scoil Chaitríona's Senior's Special Class teacher and the teachers working with the child may be arranged in the first half-term of the child's return to mainstream/ transition to another special class.

As learning needs may change over time, a student's enrolment in a special class should be kept under continual review by the school. At a minimum, a review should take place once a year and include a careful examination of the student's progress in achieving their learning targets.
The review should consider:
• Student's views and those of parents, teachers and other relevant professionals
• The suitability of the special class placement
• Whether the student's needs might be best addressed in a mainstream setting or whether a different setting is required (e.g. special school setting).

Following a decision that the special class is no longer the most appropriate placement, a student may move to:
• a mainstream class in the same school or
• a mainstream class in a school more local to the student's home or
• a different category of special class (Must meet requirements for designation of special class or special school with a relevant professional recommendation for same.) or
• a special school.

Where the change involves a move to a different school, parents should apply to enrol their child in the new school and the student should remain in the existing special class until the new placement is organised.

The school must also notify the SENO, by completing NCSE Form 5, when a student has left a special class, either to return to mainstream or to enrol in another school, as this creates a vacancy in a special class that can be utilised for another student who may need it.

20. Policy Review and Ratification:
This policy is reviewed annually. A copy of the ratified policy is held in the BOM minutes and is published on the school website.

Scoil Chaitríona Senior
ANNUAL ADMISSION NOTICE
in respect of admissions to the 2027/2028 school year

A copy of the school's **Admission Policy** for 2027/ 2028 is available as follows: –
To download at: https://senior.renmoreschool.com/
On request: info@renmoreschool.com OR Scoil Chaitríona Senior, Renmore, Galway, H91N5H6

Part 1: Application and Decision Dates for admission - Mainstream Classes.
The following are the dates applicable for admission to **Third Class**

The school will commence accepting applications for admission on	**9th Nov 2026**
The school shall cease accepting applications for admission at noon on	**22nd Jan 2027**
The date by which applicants will be notified of the decision on their application is	**12th Feb 2027**
The period within which applicants must confirm acceptance of an offer of admission is*	**26th Feb 2027**

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.**
Note: the school will consider and issue decisions on late applications in accordance with the school's Admission Policy.

Application and Decision Dates for admission - Special Classes
Reading Class, Class for the Deaf and Hard of Hearing,
Moderate General Learning Difficulties Class Class for Autistic Pupils
The following are the dates applicable for admission to the school's Special Classes:

The school will commence accepting applications for admission on	**9th Nov 2026**
The school shall cease accepting applications for admission at noon on	**22nd Jan 2027**
The date by which applicants will be notified of the decision on their application is	**12th Feb 2027**
The period within which applicants must confirm acceptance of an offer of admission is	**26th Feb 2027***

Number of places being made available in the 2027/28

The number of available places in 3rd Class	**92**
The number of places being made available in the special class catering for children with *Moderate General Learning Disability 'Rangers Class'*	**6**
The number of places being made available in the *Class for the Deaf and Hard of hearing*	**4**
The number of places being made available in the special class catering for children with *Specific Learning Difficulty/ Dyslexia 'Reading Class'*	**4**
The number of places being made available in the *Special Class for Autistic Pupils*	**2**

Prior to the commencement of Section 62 of the Education (Admission to Schools) Act, 2018 on 1 February 2020, Scoil Chaitríona Senior has compiled a waiting list in respect of these special classes:

1. **The special class catering for children with *Specific Learning Difficulty/ Dyslexia 'Reading Class'***
2. **The *Special Class for Autistic Pupils***

Written confirmation was provided to applicants that they are on this list. Waiting lists will cease in February 2028.