



## **Admission Policy of Scoil Chríost Rí**

**Caherdavin,  
Limerick.  
V94N229**

**Roll number: 19331E**

**School Patron/s: Catholic Church, Bishop Brendan Leahy**

### **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 31st January 2023. 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 Chríost Rí'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 forms for admission are published on the school's website and will be made available in hardcopy on request to any person who requests it in person from the school during opening hours. The school will not be responsible for posting hardcopies of the application forms.

### **2. Characteristic spirit and general objectives of the school**

Scoil Chríost Rí is an all boys primary school with a Catholic Ethos under the patronage of Bishop Brendan Leahy.

“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:

- the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- including the intellectual, physical, cultural, moral and spiritual aspects; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Chríost Rí 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.

The ethos of our school is Catholic and Christian. It is based on the Christian philosophy of society in Ireland. We have our set of values that tell us that each pupil is created in God’s image that he/she has a life to lead to the best of his/her ability and a soul to be saved. We believe that all children are equal in God’s eyes and each is entitled to an equal chance of obtaining optimum personal fulfilment. We equally recognise the diversity of beliefs, values and aspirations of all religious and cultural groups in our community.

**Our school will be a very important agent along with the home, the church, and the community in the development of each child. Every effort will be made to ensure that the child’s all-round development is healthy and harmonious.**

### **3. Admission Statement**

Scoil Chríost Rí 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, ‘gender ground’, ‘civil status ground’, ‘family status ground’, ‘sexual orientation ground’, ‘religion ground’, ‘disability ground’, ‘discriminate’, ‘ground of race’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Chríost Rí is an all boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Scoil Chríost Rí 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

***Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018***

Scoil Chríost Rí is a school which has established two classes for children with ASD with the approval of the Minister for Education and Skills and 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.

Scoil Chríost Rí 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 Council.

Scoil Chríost Rí will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

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

Scoil Chríost Rí with the approval of the Minister for Education and Skills established an autism class in 2016 in a converted library in the mainstream school with 5 pupils, two ANAs and a class teacher. In 2019 a purpose built facility opened for two classes for pupils with autism at Scoil Chríost Rí Primary School. It was named Bláth na nÓg. As of September 2024, there are 12 pupils, 2 class teachers and 4 ANAs in Bláth na nOg. These classes are for children with an autism diagnosis and who have been recommended a special class placement attached to a mainstream school by an appropriate professional. An appropriate professional can be a psychologist, speech and language therapist, psychiatrist.

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

#### **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

The Board of Management of Scoil Chríost Rí Primary School will have regard for relevant Department of Education and Skills (DES) Guidelines in relation to class size, staffing provision, profile of children already enrolled and/or any other relevant requirements concerning accommodation including physical space and the health and welfare of children.

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled if they are 4 years of age and upwards on the first day of school. Compulsory attendance does not apply until the age of 6 years. The BOM recommends that all children starting primary school are at least 4 yrs 6 months and have completed at least one full ECCE year.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the Department of Education and Skills Guidelines in relation to class size and staffing provision and needs of the pupils within the class.

Scoil Chríost Rí provides exclusively for boys and may refuse to admit as a student, a person who is not of the gender provided for by this school.

***Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.***

The special class attached to Scoil Chríost Rí, Bláth na nÓg provides an education exclusively for students with an ASD 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 of mainstream**

Mainstream enrolment procedure

- Complete application and return application form.
- Written acceptance of school place offered.

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:

- Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address), priority eldest;
- Children residing in the parish of Caherdavin, priority eldest;
- Children of staff, priority eldest
- Children of past pupils, priority eldest.
- Random selection (independently verified)

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:

**Random selection (independently verified by Principal and two members of staff)**

**Bláth na n Óg (ASD Class) Enrolment Procedure**

- A school enrolment application form must first be completed and returned to school.
- This application must be accompanied by an up to date assessment which confirms the diagnosis of ASD in line with current Department of Education and Skills criteria (up-to-date is considered 1 to 2 years) and where a special class placement attached to a mainstream school is recommended by an appropriate professional
- Written acceptance of school place offered.
- Complete and return all necessary forms.

Applications will be responded to within 14 days of the closing date for receipt of applications. The list of applicants will be reviewed by the Admissions Committee, which will consist of the Principal and Autism Class Teacher.

Factors taken into consideration are:

- Diagnosis – Child must be diagnosed as being on the A.S.D. spectrum with a recommendation for placement in a special class attached to mainstream from a multi disciplinary team.
- Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level
- Appropriateness – Child must be capable of accessing the Primary School Curriculum.

Once the committee is happy that the child presents as fulfilling the above, places will be allocated in accordance with the criteria below. The Committee may request further information or a meeting with the child in the school setting if necessary.

The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications must be considered individually.

The receipt of the enrolment application forms, psychological report and school placement is not a guarantee of enrolment.

**Enrolment Criteria**

The maximum class size is six pupils. If the number of eligible children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one, once a definite diagnosis of Autism has been provided by a qualified professional.

### **Over subscription of Bláth na nÓg:**

1. Pupils currently enrolled in our mainstream school and seeking to transfer to the A.S.D. class, priority based on need.
2. Brothers of existing pupils, priority eldest.
3. Children living within the parish, priority eldest.
4. Children of staff, priority eldest.
5. Children of past pupils, priority eldest.
6. Children currently enrolled in another local mainstream school, priority eldest.
7. If spaces are still available, places will be allocated randomly, once an assessment has been made by the Admissions Team. Waiting lists cease at end of each academic year.

The first year will be used to;

- (i) Assess the child's educational needs.
- (ii) Develop a SSP to address identified needs.
- (iii) Assess whether the child's placement is appropriate.

Taking into account the Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding available, the school supports the principles of;

1. Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need.
2. Equality of access and participation in the school.
3. Parental choice in relation to enrolment.
4. Respect for the diversity of values, beliefs.
5. Traditions, languages and ways of life in society.

The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria. Fulfilling the enrolment criteria does not necessarily ensure enrolment if;

- Necessary resources pertaining to the enrolment are not available
- Sufficient classroom space is not available.
- The Admissions Team decide that the school is unable to adequately meet the needs of the child.

Taking all of the above into account, and based on the advice of the enrolment team of Bláth na nÓg the Board of Management reserves the right of admission.

### **Aim and Objectives**

1. To provide a quality driven, appropriate educational service to all children in Bláth na nÓg, within the requirements of all recent legislation pertaining to Special Needs Education.

2. To strive towards the integration of children in the class into mainstream education, having regard for levels of disability, available resources and suitability for such integration.
3. To enhance the communicative and social skills of the children in the ASD class.

## **Discharge Policy**

It is school policy to facilitate the discharge of pupils once they have completed 6<sup>th</sup> Class and/or reached the age of 13 after September 30<sup>th</sup> in any year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable post-primary school. Scoil Chríost Rí will facilitate all transfer of records/reports as well as assist with any information required with regard to students.

Discharge from Bláth na nÓg may also happen if a pupil is fully integrated into the mainstream school.

A review will take place at the end of the child's first year (and at the end of each subsequent year) to assess whether the child's placement is appropriate. The review will be carried out by school staff with parental involvement.

## **Transfers**

The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

## **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 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 an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time;
- the payment of fees or contributions (howsoever described) to the school;
- 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
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;



- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; (other than, in the case of the school wishing to include a selection criteria based on siblings of a student attending or having attended the school and/or parents or grandparents of a student having attended the school. In relation to parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- 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.

## **7. Decisions on applications**

All decisions on applications for admission to Scoil Chríost Rí will be based on the following:

- (a) Our school's admission policy
- (b) The school's annual admission notice (where applicable)
- (c) 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.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board of Management will notify parents of their decision within 14 days of the closing date for the receipt of applications.

## **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within 14 days.

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).

## **9. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Chríost Rí, you must-

(i) indicate 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) indicate 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.

(iii) provide written acceptance of a school place.

## **10. 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 Chríost Rí where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 12](#) above.

## **11. 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).

## **12. 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 Chríost Rí 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 Chríost Rí 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.

## **13. 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 15.

#### **14. 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:

*Applications for enrollment during the school year will be considered subject to school policy, available space, profile of class and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

*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 Chríost Rí 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 Chríost Rí 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.*

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school on or before 25<sup>th</sup> September .**

#### **15. Declaration in relation to the non-charging of fees**

The board of Scoil Chríost Rí or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

## 16. Arrangements regarding students not attending religious instruction

Our school is of Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction or religious ceremonies/celebrations (etc.) in the school.

A written request should be made to the Principal of the school. A meeting may then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school. If parents are happy to allow the child to be present but not participate in religious ceremonies /lessons this will be facilitated. The pupils will be given an activity to complete that does not interfere with the religious class/ceremony. If the parents wish for their son not to be present during the religious class they will go to another classroom and given work to complete that does not interfere with the other class and its pupils. If they do not want their son to attend a religious ceremony they will be supervised by a teacher in a class with work to complete.

## 17. Reviews/appeals

### Review of decisions by the board of Management

The parents/guardians 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 and Circular 69/2020.

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.

### **Appeals**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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.**

The Board of Management of Scoil Chríost Rí, in compliance with section 19(3) of the Education Welfare Act 2000, will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment),

If the Board of Management refuses to enrol a student, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 school days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board of Management, and clearly state the grounds for the appeal. The Board of Management will respond within 10 school days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made, that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Dept. of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions on enrolment under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provision) Act 2007), are available on the Dept. of Education and Skills website at [www.education.ie](http://www.education.ie)

### **19. Implementation and Review**

This Policy will be implemented from September 1st 2024 and reviewed yearly by the Board of Management.

### **20. Policy Ratification**

The policy was ratified by the Board of Management of Scoil Chríost Rí on

**Signed:**

**Date:**

**Chairperson Board of Management**



The contents of this policy have been approved by St. Senan's Education Office acting on behalf of the Patron.

*Official  
Stamp*

