



# Scoil an Chroí Ró-Naofa, Urlingford N.S.

**ADDRESS:** **NEW ROAD, URLINGFORD, CO KILKENNY.**  
**E41 A567**

**ROLL NUMBER:** **19930D**

**PATRON:** **Most Rev. Niall Coll, Bishop of Ossory.**

## 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 September 8<sup>th</sup> 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 an Chroí Ró-Naofa's admission process are set out in the school's annual admission notice (Appendix A) 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 is made available in hardcopy on request to any person who requests it.

## 2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Scoil an Chroí Ró-Naofa, Urlingford NS is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Ossory is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'. *'The Catholic Preschool & Primary Religious Education Curriculum p15'*

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, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; 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 an Chroí Ró-Naofa 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 School Mission Statement is available on the School Website and at Appendix B of this policy

### **3. ADMISSION STATEMENT**

Scoil an Chroí Ró-Naofa, Urlingford NS 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.

Scoil an Chroí Ró-Naofa 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil an Chroí Ró-Naofa is a school which has established a class, 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.

Scoil an Chroí Ró-Naofa will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Scoil an Chroí Ró-Naofa 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.**

Children with special needs are welcome and will be accepted in Scoil an Chroí Ró-Naofa. It is desirable that necessary resources and services are in place when a child with special needs is enrolled. To this end, parents of special needs children who wish to enrol their child in our school are requested to make contact with the school early in the admissions process to enable the school to provide the best level of resources available.

Scoil an Chroí Ró-Naofa, with the approval of the Minister for Education and Skills, has established a Special Class for Autistic Children containing one class to provide an education for students aged 4-13 years with Autism Spectrum Disorder. Children must meet dedicated criteria as set out by NCSE Guidelines to qualify for admission to this class. An addendum to our Application Form is used for applications for this class. In the case of over subscription of this class the selection criteria in our admissions policy follows as per entry to Junior Infants.

To be considered for enrolment in the Special (ASD) Class, a child must fulfil all the following requirements as prescribed by the National Council for Special Education (NCSE) and the Department of Education & Skills. (See our ASD Enrolment Policy).

- A recent psychological assessment with the outcome being a primary diagnosis of Autism (DSMIV/V or ICD10).
- A recommendation in the psychological report that a special class placement for ASD in a mainstream school is appropriate for the child due to their severe/complex needs
- There must be parental/guardian consent for placement in the special class
- The child must be aged between 4 years and 13 years. In accordance with advice from the NCSE, a child in our special class will also be assigned a place in a base mainstream class.

## 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

Scoil an Chroí Ró-Naofa is a Roman Catholic School and may refuse to admit as a student a person who is not of Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The Special Class for Autistic Children within Scoil an Chroí Ró-Naofa provides an education exclusively for students aged 4-13 years with Autism Spectrum Disorder 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

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:

- (a) Children with an ASD diagnosis currently enrolled in the school.**

- (b) Children who have siblings attending Scoil an Chroí Ró-Naofa**
- (c) Children domiciled in the Parish of Urlingford**
- (d) Children domiciled in the catchment areas of the following closed schools: Urlingford GNS, Urlingford BNS, Graine NS, Clomantagh NS**  
**These schools' amalgamation in 1973-74 formed Urlingford NS which became Scoil an Chroí Ró-Naofa on moving to New Road in 1986.**
- (e) The age of the child. (Every child who has reached the age of 4 by September 1<sup>st</sup> in the year of admission is entitled to be enrolled in school)**
- (f) Children not covered by the above criteria will be offered places based on distance from the school. (Google Maps)**

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

**Priority will be given to older children in admission to Junior Infants.**

**In the case where this criterion does not separate two or more children, a lottery will take place. The names of the children involved in the lottery will be placed in sealed identical envelopes with no exterior markings. The envelopes will be placed in a suitable container, where they will be shuffled properly to ensure fairness in the draw. The lottery will be overseen and the drawing of names performed by two independent members of the school Board of Management.**

## **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 pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions, howsoever described by the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; except in the case of siblings.
- (g) the date and time on which an application for admission was received by the school, whereby the application was received within the dates specified in our Admission Notice.

## **8 DECISIONS ON APPLICATIONS**

All decisions on applications for admission to Scoil an Chroí Ró-Naofa will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving

applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 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 an Chroí Ró-Naofa, 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 an Chroí Ró-Naofa 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 an Chroí Ró-Naofa 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 an Chroí Ró-Naofa 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:

Applications for other classes or years are welcome and will be assessed on an individual basis using the criteria set out in Section 6. The Board of Management is also responsible in respecting the rights of the existing school community, in particular the children already enrolled. Children outside our school catchment area (as outlined in categories (a) to (c) of the criteria set out in Section 6) may be refused if circumstance dictates. All applications will be assessed bearing in mind:

Availability of places in a given class or year group dictated by

- a) Size of/available space in classrooms
- b) Educational needs of a particular age
- c) Multi-grade classes
- d) Presence of children with special educational/behavioural needs
- e) DES maximum class average directives

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:

Applications for enrolment during the school are welcome and will be assessed on an individual basis using the criteria set out in Section 6. The Board of Management is also responsible in respecting the rights of the existing school community, in particular the children already enrolled. Children outside our school catchment area (as outlined in categories (a) to (c) of the criteria set out in Section 6) may be refused if circumstance dictates. All applications will be assessed bearing in mind:

Availability of places in a given class or year group dictated by

- a) Size of/available space in classrooms
- b) Educational needs of a particular age
- c) Multi-grade classes
- d) Presence of children with special educational/behavioural needs
- e) DES maximum class average directives

## **16 DECLARATION IN RELATION TO THE NON-CHARGING OF FEES**

This rule applies to all schools.

The Board of Management of Scoil an Chroí Ró-Naofa 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

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

## 18 REVIEWS/APPEALS

### Review of decisions by the Board of Management

The parent of the student may request the Board of Management to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.



This Policy was provisionally ratified by the members of the school's Board of Management on June 8<sup>th</sup> 2020 for presentation to the Patron. It was fully ratified following the Patron's Approval on September 8<sup>th</sup> 2020.

The Policy was re-ratified by the BOM on October 27<sup>th</sup> 2022 and updated on January 11<sup>th</sup> 2023.

The Policy was adapted in February 2024 to allow for the addition of a Special Class for Autistic Children which will September 2024 and was ratified by the Board of Management on April 10<sup>th</sup> 2024.

This policy was revised and adapted I December 2024 and was ratified by the Board of Management in December 2024.

The policy will be reviewed annually and a new Admissions note will be issued in October each year.

Signed:

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Fr Oliver Maher PP

Chairperson of the Board of Management

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Philip Lonergan

Principal

Patron

