



Diocese of Kildare & Leighlin

Patron Approval

5/12/2022

Admission Policy
Scoil na Naomh Uilig
Rickardstown, Newbridge, Co. Kildare
Roll number: 20271T
Reg. Charity No: 20125066

School Patron: Most Reverend Denis Nulty of Kildare and Leighlin

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 initially approved by the school patron on 15 September 2020, with the Board conducting a review in the 22/23 school year. The reviewed policy was approved by the school patron on 5 December 2022. 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 na Naomh Uilig's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website but as Scoil na Naomh Uilig is a member of the Newbridge Central Applications Committee, all forms should be completed and returned to the Parish Office in Newbridge Parish Centre. The application form will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil na Naomh Uilig is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Kildare & Leighlin 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 na Naomh Uilig 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.

Scoil na Naomh Uilig is an inclusive primary school catering for children of all abilities. Our Admissions Policy is based on our ethos of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs
- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

3. Admission Statement

Scoil na Naomh Uilig 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 na Naomh Uilig 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 na Naomh Uilig 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.

ALL DENOMINATIONAL SCHOOLS

Scoil na Naomh Uilig 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.

SCHOOL WITH SPECIAL EDUCATION CLASS

Scoil na Naomh Uilig is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the classes a student who does not have the category of needs specified.

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

Scoil na Naomh Uilig with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with Special Educational Needs. There are five special classes-three for children with autism which can accommodate a maximum of 18 pupils and two classes for children with severe and profound general learning disabilities, which can accommodate a maximum of 12 pupils in total.

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

ALL DENOMINATIONAL SCHOOLS

Scoil na Naomh Uilig is a Catholic school and may refuse to admit, as a student, a person who is not of the Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

SCHOOL WITH SPECIAL EDUCATION CLASS

The special classes attached to Scoil na Naomh Uilig provide an education exclusively for students with Autism and Severe and Profound special educational needs and 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 these classes.

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.

All applications must be received through the Parish Office, Station Rd. Newbridge to the Central Applications Committee and all applicants must have reached the age of 4 by the date of enrolment in Scoil na Naomh Uilig.

It is the responsibility of the parent to ensure that they have submitted the correct address and Eircode at the time of application.

If the number of children wishing to enrol in either a mainstream class or Special Educational Needs Class exceeds the number of places available, places will be allocated in the following order below. Should there be oversubscription on the basis of any criterion, places will be offered to those who live nearest to the school using Google maps to calculate distance.

1. Children already in a mainstream class in Scoil na Naomh Uilig if they are transferring to a Special Class in the school and/or children already in a Special Class in the school if they are transferring to a mainstream class in the school.
2. Siblings of children currently enrolled in the school or due to enrol in the following year's intake.
3. Children of current permanent school staff.

If the number of applicants from Newbridge Parish living at a Newbridge address, who have indicated Scoil na Naomh Uilig as their first preference, exceeds the number of places available, the following prioritising criteria will be applied. Should there be oversubscription on the basis of any criterion, places will be offered to those who live nearest to the school using Google maps to calculate distance.

4. Children whose parents have indicated Scoil na Naomh Uilig as a preference school in the following sequential order:
 - first preference on the parish application form.
 - second preference on the parish application form.
 - third preference on the parish application form.
 - fourth preference on the parish application form.
 - fifth preference on the parish application form.

For any further places available, the following prioritising criteria will be applied. Should there be oversubscription on the basis of any criterion, places will be offered to those who live nearest to the school using Google maps to calculate distance.

5. Children from outside the Newbridge Parish whose parents have indicated Scoil na Naomh Uilig as a preference school in the following sequential order:
 - first preference on the parish application form.
 - second preference on the parish application form.
 - third preference on the parish application form.
 - fourth preference on the parish application form.

- fifth preference on the parish application form.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories listed above (the number of applicants exceeds the number of remaining places), the following arrangements will apply: places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

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) 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;
- e) a student's connection to the school by virtue of a member of his or her family
- f) attending or having previously attended the school other than siblings or step
- g) siblings living at the same address. Please see section 6 above for criteria.
- h) 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.

8. Decisions on applications

All decisions on applications for admission to Scoil na Naomh Uilig 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 and 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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. If their parents have indicated other schools as preferences on the parish application form, their application will be processed by the other schools, in order of their preference. However, if the student does not procure a place in any school and Scoil na Naomh Uilig was their school of first choice, the student will remain on Scoil na Naomh Uilig's waiting list. 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, will be communicated to them in writing.

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 na Naomh Uilig 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 na Naomh Uilig 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 na Naomh Uilig 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 na Naomh Uilig is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

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:

- The application form for admission is published on the school's website but as Scoil na Naomh Uilig is a member of the Newbridge Central Applications Committee, all forms should be completed and returned to the Parish Office in Newbridge Parish Centre. They will thereafter be processed by the Central Applications Committee.
- An application for admission will be considered by the parish application committee on every third week during the school year.
- Children already in a mainstream class in the school if they are transferring to a Special Class in the school and/or children already in a Special Class in the school if they are transferring to a mainstream class in the school will be given priority.
- Priority will be given to pupils currently without any school place in a Newbridge school.
- Pupils applying after October 31st for a Junior Infant class must be already enrolled in a Junior Infant class in another school or are 6 years of age.

If the number of applicants from Newbridge Parish, who have indicated Scoil na Naomh Uilig as their first preference, exceeds the number of places available, (subject to a pupil-teacher ratio of 26 - 1 or as per DES guidelines) the prioritising criteria will be applied as above in Section 6.

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 outlined above.

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

The board of Scoil na Naomh Uilig 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 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 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 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 within three weeks of the date of the refusal, **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 Admission Policy was approved by the Patron; Bishop Denis Nulty on 5 December 2022



This Admission Policy was ratified by the Board of Management of Scoil na Naomh Uilig by

(Chairperson)

(Principal)