



Admission Policy of Scoil Cholmáin Tuairíní
School Address: Tuairíní , Maigh Cuilinn, Co. na Gaillimhe
Roll number: 13415D
School Patron: Bishop Michael Duignan

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on [redacted]. 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 Cholmáin Tuairíní admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school:

Scoil Cholmáin Tuairíní, Tuairíní, Maigh Cuilinn, Co. na Gaillimhe is a Catholic School under the patronage of the Catholic Bishop of Galway. "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
- including the intellectual, physical, cultural, moral and spiritual aspects
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- 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 Cholmáin Tuairíní 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 caters for the town lands of Tuairíní, Corcullen, Poul-na-clough, Corbally, Clooniff, Uggoole, Killagoola and Clydagh. These town lands, with the exception of some of Corcullen and Corbally are in Moycullen Parish. There are four mainstream class teachers in the school including the principal, one full time special education teacher and one shared special education teacher based in our school.

3. Application Procedure

- (a) Parents seeking to enrol their child(ren) in Scoil Cholmáin Tuairíní are required to complete and return a completed Enrolment Application Form (available from the Principal) to the school by **February 28th** each year. In order to ensure that the school can provide the services for individual pupils, it is necessary to ascertain general information on the pupil's health and specific requirements they may have. This information may be kept on record. Information required for the school register:
- a. Father's name, nationality and occupation
 - b. Mother's maiden name, nationality and occupation
 - c. Parent's place of work and contact numbers
 - d. Previous school or playschool attended (if any) and reason for transfer
 - e. Playschool or crèche attended and dates
 - f. Religion of each parent and child
 - g. Any medical conditions that should be made known to the school
 - h. Whether the child is to receive religious instruction
- (b) The names of children for whom Enrolment Application Forms are received, will be placed on a class waiting list. Evidence of age must be provide by way of a state Birth Certificate and evidence of baptism by way of a Baptismal Certificate in the case of pupils who wish to receive further sacraments during their primary school attendance.

4. Admission Statement

Scoil Cholmáin Tuairíní 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 Cholmáin Tuairíní will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 Cholmáin Tuairíní will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Primary schools receiving applications from applicants of a minority religion

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

5. Admission of Students

The Board of Management strongly advises in the interest of the pupils that children should reach their 5th birthday by January 31st of the year they start school.

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
- (c) Scoil Cholmáin Tuairíní is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school

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) Brothers and sisters of children already enrolled in the school and children of staff based in the school
- (b) Children living in the traditional catchment area of the school as defined by: Towards Bearna as far as Corbally Morgan Bridge, between Woodstock Clydagh Bridge and Clooniff as far as the Ton na Sraith Road
- (c) Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the agreed catchment area
- (d) In the event of being unable to enrol a child(ren) from categories a, b, or c in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above and the number of applicants exceeds the number of remaining places, the age of the pupils concerned will be used as a criteria with priority to the oldest pupil.

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, other than in relation to a student's prior attendance at—
 - (i) an early intervention class, or
 - (ii) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than the selection of criteria of siblings attending the school
- (f) the date and time on which an application for admission was received by the school, This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Cholmain Tuairíní will be based on the following:

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

(Please see [Section 14](#) below in relation to applications received outside of the admissions period and [Section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [Section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Cholmáin Tuairíní, 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 Cholmain Tuairíní 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.

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 Cholmain Tuairíní 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 Cholmáin Tuairíní 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.

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:

- (a) Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

- (b) 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.
- (c) 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:
- (d) 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 Cholmáin Tuairíní

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

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

The board of Scoil Cholmain Tuairíní 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 or guardians have requested that the student attend the school without attending religious instruction in the school. The children will do other work in the classroom such as reading or written assignments.

18. Review of decisions by the board of Management

The parent or guardian 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.

19. Right of appeal

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.

Signed: Michael Lee Date:16/01/24
Chairperson

Signed: Aideen Molloy Date: 16/01/24
Principal