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# Admissions Policy



## Burriscarra Primary School

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Carnacon,

Ballyglass,

Claremorris,

Co. Mayo.

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Roll No. 05756K

## **Admission Policy of Burriscarra NS**

**School Address: Carnacon, Ballyglass, Claremorris, Co. Mayo.**

**Roll number: 05756K**

**School Patron/s: Archbishop of Tuam**

### **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's Board of Management in September 2020 and was approved by the School's Patron in October 2020. It is available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Burriscarra NS admission process are set out in the school's annual admission notice which is published annually 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 available in hardcopy on request to any person who requests it.

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

Burriscarra NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Tuam.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

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

(d) the formation of the pupils in the Catholic faith,

and which 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 Burriscarra NS 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.

## **Mission Statement/Characteristic spirit/General Objectives**

Burriscarra Primary School is a Roman Catholic School under the patronage of the Bishop of Tuam, Francis Duffy.

The school aims to promote the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

We aspire to create a happy, positive, caring and trusting atmosphere in our school. We endeavour to create an environment where cultural and religious diversity is respected. As parents are the primary educators of their children, we encourage communication and parental involvement based on mutual trust and understanding.

We work to ensure that our pupils will grow up in a healthy environment, helping them to develop skills, values and attitudes to cope with the challenges facing them in society.

The role of partnership involving Board of Management, parents, staff and pupils is acknowledged and supported.



### **3. Admission Statement**

Burriscarra 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.

Burriscarra NS 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.

Burriscarra NS 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**

Burriscarra NS is a school whose objective is to provide education in an environment which promotes Roman Catholic 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.

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

### **All denominational schools**

Burriscarra NS is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

## **6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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:

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

1. Children who are four years of age on or before the first day of April and who have brothers and sisters currently enrolled in the school.
2. Children who are four years of age on or before the first day of April and who qualify as a resident of the parish of Carnacon within the traditional catchment area of Burriscarra NS. a. Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. electricity, or water.
3. Children who are four years of age on or before the first day of April and not included within the preceding categories and whose parent is an employee of the school.
4. Children living outside the Roman Catholic parish boundary.
5. Any child who is four years of age on or before the first day of April and who applies for a place is entitled to be enrolled if there are places available after the groups 1-4 have been allocated places.

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:

The board of management will apply the selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be retained on a waiting list for the school year in which admission is being sought. In the interest of transparency parents of the applicants will be invited to attend the lottery process. This will be conducted by the 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: Points (a) to (g) must be included here by all schools.

- (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) 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) the date and time on which an application for admission was received by the school,
- (g) 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.
- (h) 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 Burriscarra NS 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 Burriscarra NS, 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 Burriscarra NS 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 Burriscarra NS 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 Burriscarra NS 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:

Parents complete an application form. Selection Criteria – Senior Infants – 6th class

1. Children who have siblings currently enrolled in the school.
2. Children who qualify as a resident for the purposes of this Admission Policy within the Parish of Carnacon within the traditional catchment area of Burriscarra NS. a. Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. electricity, or water.
3. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children who are not included in categories 1-3. 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: The board of management will apply the five selection criteria in the order of priority in which they are



listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

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. Parents complete an application form. Selection Criteria:

1. Children who have siblings currently enrolled in the school.
2. Children who qualify as resident for the purposes of this Admission Policy within the Parish of Carnacon a. Note: Two of following documents dated within three months of the date of application must be supplied as proof of address: bank statement, utility bill, gas bill, electricity bill or water bill.
3. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children who are not included in categories 1-3. 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: The board of management will apply the five selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the

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

This rule applies to all schools.

The board of Burriscarra NS 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.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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) or the student, as the case may be, 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, or in the case of a student who has reached the age of 18 years, 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, 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.

### **Review of Policy**

The Board of Management will review this policy at regular intervals.

This policy was reviewed by the Board of Management on \_\_\_\_\_

Signed:

\_\_\_\_\_

Chairperson Board of Management.

## Appendix 1

### Rules for National Schools Circular 7/88

#### **Rule 30**

Where the Board of management deems it necessary to make provision in the Code of Discipline to deal with continuously disruptive pupils or a serious breach of discipline, by authorising the Chairperson or Principal to exclude pupils from school, the maximum period of such exclusion shall be three school days.

A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school days, to allow for consultation with the pupil's parents. In exceptional circumstances, the Board may authorise a further period of exclusion to enable the matter to be reviewed.

No pupil can be struck off the rolls for breaches of discipline without the prior consent of the Patron unless alternative arrangements are made for the Admissions of the pupil at another suitable locality.