Admission Policy of Derrinacahara N.S.

Dunmanway, Co. Cork
P47VX89

Roll number:13543M

School Patron/s: The Diocese of Cork & Ross& Bishop Fintan Gavin.

Introduction

This Admission Policy compiles with the requirements of the Education Act 1998, the Education (Admissions to Schools Act) 2918 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with the whole school community.

The policy was approved by the Board of Management on Jan 19th 2022. It is published on the schools website and will be made available in hard copy by request to any person who requests it.

The relevant dates and timelines for Derrinacahara NS admission process are set out in the school's annual admissions notice which is published annually on the school's website and circulated to existing families on the Aladdin platform t 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.

Characteristic spirit and general objectives of the school.

Derrinacahara NS is a Catholic co-educational primary school with a Catholic Ethos under the patronage of Bishop of Cork and Ross, Bishop Fintan Gavin.
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. A living relationship with God and with other people and
(b) including the intellectual, physical, cultural moral and spiritual aspects and
(c) a philosophy of life inspired the belief of 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 and practices of the Roman Catholic Church.

In accordance with S.15 (2) (B) of the Education Act 1998, the Board of Management of Derrinacahara NS shall uphold and be accountable to the patron for upholding the above and the characteristic spirit of the school.

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

Derrinacahara NS operates a special class for children with Autism attached to the mainstream setting.

Eligibility for Enrolment to Special Class for Children with Autism.

Children are eligible for enrolment in the special class for children with autism when the following is provided to support such an application.

Professional reports outlining:

Diagnosis of special educational needs (Autism)

AND

A demonstration of the understanding of the complexity of the child's overall level of need/s evidenced in the professional reports

AND

Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs along with the rationale for same.

AND

A letter from the NCSE confirming that the child is known to them and that the child has a diagnosis and recommendation for a special class for autism.

Selection Criteria For Places for Children in Special Class for Autism.

The Board of Management will only consider applications from children who meet the criteria outlined above in the "eligibility for enrolment to special class for children with autism" outlined above. The Board of Management will then prioritise children using the following steps.

1. Children who are currently enrolled in Derrinacahara NS with a diagnosis of autism and who meet the criteria outlined in the "eligibility for enrolment to special class for children with autism"
2. A sibling of a child already enrolled in Derrinacahara NS who meet the criteria outlined in the "eligibility for enrolment to special class for children with autism"
3. Children residing within the parish of Dunmanway and who meet the criteria outlined in the "eligibility for enrolment to special class for children with autism"
4. Children residing outside the parish of Dunmanway and who meet the criteria outlined in the "eligibility for enrolment to special class for children with autism"

Admission Statement

Derrinacahara N.S. 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.

ALL DENOMINATIONAL SCHOOLS.

Derrinacahara NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

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

Admission of Students.

The school shall admit each student seeking admission except where –

(a) the school is oversubscribed (please see section below for more 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 the reasonable efforts to ensure compliance with such code by the student.

ALL DEMONINATIONAL SCHOOLS

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

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

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 timeframe for receipt of applications as set out in the schools annual admissions notice.

1. Applicants with siblings currently enrolled in the school (including stepsiblings resident at the same address) priority eldest
2. Children residing in the parish – priority eldest
3. Children of staff members – priority eldest.

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

1. Priority to eldest in line with above criteria
2. Use of a lottery in the case of a tie.

What will not be considered or taken into account.

In accordance with section 62 (7) 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.

1. A students prior attendance at a pre school or a pre school service
2. The payment of fees or contributions to the school.
3. A student's academic ability, skills or aptitude.
4. The occupation, financial status, academic ability, skills or aptitudes of a student's parents.
5. A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
6. A students connection to the school by virtue of a member of her or her family attending or having previously attended the school, (other than an applicant with siblings currently enrolled)
7. The date and time on which an application for admissions were received by the school. This is subject to the application being received at any time during the period

specified for receiving applications for enrolment as set out in the annual admissions notice for the school in the school year concerned.

Decisions on applications.

All decisions on applications for admission to Derrinacahara NS will be based on the following

Our schools 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.

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 students ranking against the selection criteria and details of the students' place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek review/right of appeal of the school's decision. (See below for further details)

Acceptance of an offer of a place by the applicant

In accepting an offer of admission to Derrinacahara NS you must indicate the following

1. Whether or not you have accepted an offer of admission from another school or schools. If you have accepted such an offer you must also provide details of the offer or offers concerned

2 Whether or not you have applied for an awaiting confirmation of an offer of admission from other school or schools, and if so, you must provide details fo the other school and schools concerned.

Circumstances in which offers may not be made or may be withdrawn.

An offer of admission may not be made or withdrawn by Derrinacahara NS where.

1. It is established that information contained in the application is false or misleading
2. An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice.
3. The parent of a student when required by the principal 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 is she shall make all the reasonable efforts to endure compliance with such code by the student: or
4. An applicant has failed to comply with the requirements of "acceptance of an offer" as set out above.

Sharing data with other schools.

Applicants should be aware that the 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 –

1. An application for admission to the school has been received
2. An offer of admission to the school has been made
3. An offer of admission to the school has been accepted.

The list may include any of the following

1. 1 The date on which an application for admission was received by the school
2. The date on which an offer of admission was made to the school.
3. The date on which an offer of admission was accepted by the applicant.
4. A students 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)

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 Derrinacahara NS were unsuccessful due to the school being oversubscribed will be complied and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Derrinacahara NS is in the order of priority assigned to the student's applications after the school has applied the selection criteria in accordance with the admission policy.

Applicants whose applications are received outside of the closing date outlined in the annual admissions 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 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 students have been placed on the list.

Late Applications

All applications for admission received after the closing date as outlined in the annual admissions notice will be considered and decided upon in accordance with our schools admission policy, the Education Admissions to School Act 2019 and any regulations made under that act.

Procedures for the admission of students to other years 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 that the school's intake group are as follows:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and eduational progress.

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

The procedures of the school in relation to the admission of the students who are not already admitted to the school after the commencement of the school year in which admission is sought is as follows:

Placement on the waiting list of Derrinacahara NS in order of priority assigned to the student's applications after the school has applied the selection criteria is accordance with the admissions policy.

Junior Infants with the exception of students transferring from another school, may only be admitted to the school prior to September 1st.

Declaration in relation to the non charging of fees.

The BOM of Derrinacahara NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of –

1. An application for admission of a student to the school or
2. The admission or continued enrolment of a student in the school.

Arrangements regarding students not attending religious instruction.

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

We respect the decision of parents to withdraw their child or children from taking part in the religious education curriculum, religious ceremonies, school masses etc..

The following are the school's arrangements for students where the parent or guardian have requested the student to attend school without attending religious instruction etc... in the school These arrangements will not result in a reduction in the school day of such students.

1. A written request should be made to the Principal of the school. A meeting will then be arranged by the school with the parents and guardians to discuss how this request may be accommodated by the school.

Declaration of co operation with the NCSE.

Derrinacahara NS will cooperate with the National Council for Special Education in the performance by the Council and 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.

Derrinacahara 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.

Reviews and Appeals.

Review of decisions made by the BOM.

The parents/guardians of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29 C 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 28B of the Education Act 1998 and which are published on the DES website.
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 may request a review of that decision by the BOM prior to making an appeal under section 29 of the Education Act 1998.

When an applicant has been refused admission due to a reason other than the school being oversubscribed the applicant may request a review fo that decision by the BOM prior to making an appeal under Section 29 of the Education Act.

Right of Appeal.

Under Section 29 of the Education Act 1998 the parents and guardians of a 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 over subscribed.

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

When an applicant has been refused admission due to the school being oversubscribed the applicant must request a review of that decision by the BOM prior to making the appeal under section 29 of the Education Act 1998. (see review of decisions by BOM)

When 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 BOM prior to making the appeal under section 29 of the Education Act 1998. (see review of decisions by BOM)

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 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 DES.

This policy was ratified and updated by the BOM of Derrinacahara NS on Jan 19th 2023.

Signed _____ Chairperson BOM.

16 - Oct - 2025