

## **Admission Policy of Gaelscoil na Dúglaise**

**School Address: Bothar Theas na Dúglaise, Dúglas, Corcaigh.**

**Roll number: 19882s**

**School Patron/s: Dr Fintan Gavin, Bishop of Cork and Ross.**

### **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 25<sup>th</sup> September 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 Gaelscoil na Dúglaise 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.

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

**Gaelscoil na Dúglaise is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross, Dr 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, 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 Gaelscoil na Dúglaise 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

Gaelscoil na Dúglaise is an Irish medium, coeducational, Catholic school. Irish is the language of communication among teachers, children, parents, management and ancillary staff and every effort is made to develop the school as an Irish language community. The children will be encouraged to be proud of the Irish language and of their heritage. Their total language ability will be developed.

The school motto is “Doras Feasa Fiafraí” meaning that an enquiring mind is the door to knowledge. Each child’s sense of curiosity will be guided in its search of knowledge through the medium of Irish. The individual child will be at the centre of school life and each decision taken will be for the benefit of the children.

A happy, secure environment will be nurtured in which each child will achieve his full potential linguistically, cognitively, socially, physically, aesthetically, spiritually and morally.

Each child will be treated equally and have the opportunity to participate in a wide range of activities, regardless of gender.

Gaelscoil na Dúglaise will support the parents’ active participation in their children’s education and in school life through home school links and through participation in ‘Cumann na dTuismitheoirí’.

The school climate will reflect the prevailing Catholic values of the school where the self esteem of all members of the school community will be enhanced; the children will be encouraged to respect other people and their property and where they will develop a sense of individual responsibility.

#### **Admission Statement**

Gaelscoil na Dúglaise 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.

Gaelscoil 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 these classes a student who does not have the category of needs specified. Gaelscoil na Dúglaise Autism classroom offers an educational setting to children who have been diagnosed with an Autistic Spectrum Disorder. We work to create a supportive and caring environment for each pupil, catering for the uniqueness of each pupil's personality. We strive towards the integration of children from the ASD classrooms into mainstream education, having regard for levels of ability, available resources and the suitability for such integration.

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

Gaelscoil na Dúglaise with the approval of the Minister for Education has established a class to provide an education exclusively for students who have an ASD diagnosis.

- Gaelscoil na Dúglaise 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.
- Gaelscoil na Dúglaise 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.

## 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

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

The special class attached to Gaelscoil na Dúglaise provides an education exclusively for students with an ASD diagnosis 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 or does not fall within the average to mild general learning disability category.

## 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:

### Selection Criteria

#### Mainstream classes

1. Applicants with siblings currently enrolled in the school (including past pupils stepsiblings, resident at the same address), priority eldest;
2. Children who have attained a level of fluency in the Irish language indicative of what would be expected of a student who uses the Irish language as a normal means of communication in a non-educational environment, taking into account the age and any special educational needs of the student concerned and that the said fluency would be likely to regress were the student not admitted to an Irish language school.
3. Children of past pupils, priority eldest; a maximum percentage will apply.
4. All other applicants, priority eldest.

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 arrangement will apply: **Applicants to be placed in order by lottery.**

Names of unsuccessful applicants will be placed on a Waiting List, in accordance with the ranking determined by the above criteria.

**Note:** Where parents wish their child to be considered under the 'level of fluency in the Irish language' provision above, that parent is invited to provide evidence to prove/ display the fluency to the Board of Management's representatives. **This evidence must be provided with the application, except when evidence is provided as a result of attendance at a meeting in the school where parents/guardians request the opportunity for such a meeting. The Board of Management will facilitate such a meeting on request, within available resources and in accordance with the Board's arrangements for such meetings.**

If the evidence provided is not deemed sufficient, the applicant will be placed in another category according to the Enrolment Policy. An appeal may be made by email to the Board of Management within three working days of receiving the decision. The Board will nominate two different representatives to review the evidence of fluency provided. New evidence of fluency will not be accepted. The Board of Management's decision will be final.

#### **Autism Class**

1. Pupils currently enrolled in the school

2. *Applicants with siblings currently enrolled in the school (including past pupils stepsiblings, resident at the same address), priority eldest;*

*3 Children who have attained a level of fluency in the Irish language indicative of what would be expected of a student who uses the Irish language as a normal means of communication in a non-educational environment, taking into account the age and any special educational needs of the student concerned and that the said fluency would be likely to regress were the student not admitted to an Irish language school.*

*4 Children of past pupils, priority eldest; a maximum percentage will apply.*

*5 All other applicants, priority eldest.*

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 arrangement will apply: **Applicants to be placed in order by lottery.**

Names of unsuccessful applicants will be placed on a Waiting List, in accordance with the ranking determined by the above criteria.

#### **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.

(b) the payment of fees or contributions (however described) to the school.

(c) a student's academic ability, skills or aptitude.  
(other than in relation to: admission to an Irish language school, in accordance with the provisions of section 62(9) of the act )

(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;  
(other than, (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(g) 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 31<sup>st</sup> January 2025 only).

## Decisions on applications

All decisions on applications for admission to Gaelscoil na Dúglaise 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.

## **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).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Gaelscoil na Dúglaise, 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.

## **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 Gaelscoil na Duglaise 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.

## **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).

### **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 Gaelscoil na Dúglaise 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 Gaelscoil na Dúglaise 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.

### **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.

### **Procedures for admission of students to other years and during the school year**

#### **Pupils Transferring to Gaelscoil na Dúglaise**

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 Board of Management will facilitate the enrolment of pupils who wish to transfer to Gaelscoil na Dúglaise from another school at the commencement of the school year subject to



- a) A place being available in the particular class
- b) Compliance with the requirements of this Admission Policy

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

### **Pupils Transferring to Gaelscoil na Dúglaise**

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:

- a) The school not being oversubscribed
- b) A place being available in the particular class
- c) Compliance with the requirements of this Admission Policy

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

### **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of Gaelscoil na Dúglaise 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.

### **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. Written requests by the parents/guardians will be considered on a case by case basis.

## 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 to 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.