

Scoil Ailbhe, Caherelly N.S.



Ballybricken, Grange, Kilmallock, Co.Limerick. Roll No.180301
061 351812 www.caherellyns.com
email - office@caherellyns.com Instagram - @caherellyns

Admission Policy

Scoil Ailbhe, Caherelly N.S.

School Address: Ballybricken, Grange, Kilmallock, Co. Limerick

Principal: Niamh McGuinness

Roll number: 180301

School Patron: Archbishop Kieran O'Reilly

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, the Disabilities Act 2002 and the Education for Persons with Special Needs Act 2004. 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 Board of Management trusts that this policy will assist interested parties in understanding the admissions policy and the enrolment criteria.

The policy was approved by the school patron on 02nd December 2025. It will be published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Caherelly N.S. 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.

Notices will also be placed in the parish newsletter, at the entrance to the local preschool and at the school entrances, local newspaper, school website, and via Aladdin message to parents of currently enrolled pupils to notify parents that the school is accepting enrolment application for the coming year.

The enrolment process is by written application or online and should be returned by the prescribed date on our Admissions Notice each year. All applications must be fully completed for consideration.

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

Caherelly N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Cashel and Emly, Kieran O'Reilly.

"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 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 **Caherelly N.S.** 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

Caherelly N.S. strives to provide a safe and happy place where each child is nurtured and valued in an atmosphere of fairness, respect and tolerance.

We endeavour to provide a caring environment where management, staff and parents work in partnership through mutual respect to develop the academic, emotional, social, physical and spiritual potential of each child according to his/her abilities/skills and talents.

We cherish and foster positive, cooperative relationships between teachers, staff, pupils, parents and the wider community.

We aim to foster the Christian values of respect, honesty, courtesy, responsibility, tolerance and consideration of others.

We value and encourage good parental communication and involvement, based on mutual trust and understanding.

We encourage equality of participation in all school activities.

We support the on-going professional development of management and staff.

3. Admission Statement

Caherelly 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.

Our aim is to offer and provide a meaningful inclusive educational experience which enables the child to develop to his/her full learning potential in an environment that offers clarity, structure, routine and predictability. This will enable each child to benefit from an integrated and inclusive education. The school aspires to enhance the child's communication, social and personal skills and to support the emotional development of each child. Each child will be encouraged and supported to work towards age appropriate National Curriculum targets.

Caherelly N.S. 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.

Caherelly N.S. will co-operate 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 NCSE.

Caherelly N.S. will comply with any direction served on the patron or the Board, as the case may be, under Section 37 (a) and any direction served on the Board under Section 67 (4 (b)) of the Education Act.

Caherelly N.S. 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 autism.

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

Scoil Ailbhe, Caherelly NS, with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with Autism.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining: Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

A demonstration of the understanding of 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 the required diagnosis and recommendation for a special class for autism

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.

The special class attached to Scoil Ailbhe, Caherelly NS, provides an education exclusively for students with **autism** 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.

Caherelly N.S. 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.

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Caherelly National School must have reached the age of 4 years by August 31st of the year they will commence school.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the needs of the pupils in the class.

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:

Please note that the same criteria will apply to our autism classes.

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 ;*
4. *Random selection (independently verified).*

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:

Random selection (independently verified by the Principal and 2 members of staff).

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;
(other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to (a) a special school or (b) 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 and/or
 - 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 student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (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, in the case of the school wishing to include a selection criteria based on (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.

8. Decisions on applications

All decisions on applications for admission to 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 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, 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 **Caherelly N.S.**, 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 **Caherelly N.S.** 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 Caherelly N.S. 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 Caherelly N.S. 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:

Applications for enrolment during the school year will be considered subject to school policy & available space

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.

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:

*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 **Caherelly N.S.** 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 **Caherelly N.S.** 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.*

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

The board of Caherelly N.S. 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

Our school 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/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(s)/guardian(s) have requested that the student attend the school without participating in religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students: Pupils

who are not participating in religious instruction in school will remain with their class and will be assigned class appropriate work by the class teacher while religion is being taught in the class.

If deemed necessary by parents, a written request should be made to the Principal of the school. A meeting/phonecall will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the pupil may be accommodated by the school.

18.Placement

Once a place has been offered to a child, parents must complete and return our School Enrolment Registration Form within 2 weeks of the offer in order to accept a placement. Part of this registration is acceptance of the school's Code of Behaviour and all other school policies.

The child will be phased in gradually to the Autism class through mutually agreed measures between the SET team & the parents of the child. To achieve the best possible outcomes, the duration of the child's day or school starting date may vary depending on the needs of the child.

After placement in the Autism class, a relevant Student Support Plan will be drawn up for the child. This plan will have input from all parties involved with the education of the child. The Autism class teacher will be obliged to supply one Support file per year, it is up to the teacher to decide if the file needs to be updated more frequently.

Each child in the Autism class will be assigned to an age appropriate mainstream class. Every opportunity will be used to promote inclusion in mainstream classes provided that the child is ready for this step and has the necessary supports in place while having due regard to the educational needs of all pupils enrolled in the class.

A review will be conducted each academic year to assess the placement. Timetabling and ratio of time spent in the special class will be reviewed termly. The ultimate aim is for inclusion in mainstream, as much as is beneficial to the child.

Behaviour; it is accepted that children with additional educational needs may display difficult, defiant or oppositional behaviour. All efforts will be made by the school to manage such behaviour using strategies advised and implemented through the child's support plan and through communication with parents and outside professionals, NCSE & NEPS.

19.Discharge

The onus is on the parents to secure a suitable placement for their child in secondary school. Caherelly NS will facilitate the transfer of all records/reports on transfer to secondary school.

20. Reviews/appeals

Review of decisions by the board of Management

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 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 parents/guardians 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 **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.

The policy was ratified by the Board of Management of Caherelly N.S. on 9/12/2025

Signed: _____ Chairperson, Board of Management

Date :

