

SCOIL NÁISIUNTA AILBHE



feb '24

CAHERELLY NATIONAL SCHOOL

ADMISSIONS POLICY



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

Admission Policy of 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 decision to provide a special class for children with a diagnosis of Autism in Caherelly NS was taken by the Board of Management in conjunction with the principal and staff in 2022. The establishment of a special class is to provide the highest standard of education in a mainstream setting for children who have Autism and who fulfil the enrolment criteria.

The policy was approved by the school patron on 29th November 2023. 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, 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 only 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.

At present, the teaching staff is comprised of 5 class Teachers, two Special Education Needs teachers (including a teaching Principal), a shared Special Education Teacher and two full-time S.N.A.s. The full range of classes is taught from Junior Infants to sixth class in the school and classes are of mixed gender.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. The school policy has regard to the resources and funding available. Class starts at 9.10a.m. and finishes at 2.50 p.m. Infant Classes finish at 1:50 p.m.

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 council.

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.

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

Schools with special education class(es)

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 autistic spectrum disorder (ASD) and may refuse to admit to the class a student who does not have the category of needs specified.

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

On enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

Caherelly N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with **autistic spectrum disorder (ASD)**.

This class is for children:

- who have a recognised ASD diagnosis

- who have been recommended for placement in an ASD Class in a mainstream Primary School
- who have the potential to integrate into a mainstream, age appropriate class.

The maximum class size is 6 pupils.

Our ASD classes offer an autism specific learning environment within a mainstream co-educational primary school. This setting facilitates optimum inclusion in mainstream education as part of the school community, as appropriate, while having due regard for levels of general learning disability, resources and each child's current suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting his/her areas of need. We will strive to enhance the communicative and social skills of the children in the ASD class.

Enrolment Procedure

Requests for Enrolment Application Forms for the Autism Class and queries regarding supporting documentation should be made to:

The Principal,
Caherelly National School,
Grange, Kilmallock,
Co. Limerick.
Telephone: 061 351812.

A school Enrolment Application Form for the Class for Pupils with Autism is then completed. The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

The enrolment for children with Autism must be accompanied by all of the following supporting documentation:

- The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by a recognised clinical psychologist.
- A recent (dated 6 months prior to application being submitted) written psychological assessment/report or a written Report from a multi-disciplinary Team must be provided.
- Please note all reports on a child should be provided to the school for assessment by the Principal and SET team.
- There must be a recommendation by the relevant professionals in the report that a Special class placement is essential for the child. This report must also state that placement in a mainstream school is suitable for the child.
- In this regard it should be noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review.
- Original Birth Certificate
- Proof of address (utility bill)
- Proof that the child has access to and will continue to have access to specified services recommended; for example, Occupational Therapy, Speech Therapy, Psychology, etc
- In accordance with the General Data Protection Regulation, parents/guardians are required to provide written consent that the SET team can contact outside disability and support services that their children attend.

The closing date for applications will be included on the Admission Notice as outlined in our School's Admission Policy.

Completed applications will be responded to within 21 days of the closing date for receipt of applications.

The list of applicants will be reviewed by the Principal and the S.E.N. Co-ordinator.

All applications received by the closing date will be considered. Late or incomplete applications will not be considered.

The school may seek the advice of the school's allocated NEPS psychologist to aid enrolment decision making.

The Principal will make the final decision.

Factors taken into consideration during the enrolment process are:

Diagnosis – Child must be diagnosed as being on the Autistic Spectrum and have a recommendation for placement in a special class attached to a mainstream school.

Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level.

Appropriateness – Child must be capable of accessing the Primary School Curriculum.

The School may request further information or a meeting with the parent and the child in the school setting, if deemed to be necessary. The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications will be considered on a case by case basis.

NOTE: The receipt of the enrolment application forms, psychological report and written recommendation is not a guarantee of enrolment. It is simply the recording of an application for admission to our school.

Before allocating places the Principal will:

Review all applications and all documentation relevant to a child applying for a place in the class for pupils with ASD.

Come to a decision on the suitability of the class for pupils with ASD to meet the needs of the child.

Verify that there is a recommendation from a recognised Psychologist for placement in a special class in a mainstream school.

Come to a decision as to the suitability of the child for potential meaningful integration in an age appropriate mainstream class

Verify that the child is 4 years old on or before August 31st on the year of enrolment.

On a separate occasion, parents/guardians will be invited to come with their child to visit the school, meet staff and see the classroom.

Verify that the child will have the ability to access the National Primary Curriculum and integrate where appropriate into the mainstream class.

Places will be allocated in the ASD class in accordance with the following criteria and in the following order:

- Pupils currently enrolled in our mainstream school and seeking to transfer to the ASD class.
- Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address), priority eldest.
- Children living within the Ballybricken-Bohermore parish, priority eldest.
- Children of current staff of Scoil Ailbhe, Caherelly National School, priority eldest.
- Children of past pupils living locally, priority eldest.(Subject to a 25% capping)
- Children currently enrolled in another local mainstream school, priority eldest.

If spaces are still available, places will be allocated randomly, once an assessment has been made by the Principal and S.E.N. Co-ordinator.

Transfers

Pupils may transfer to the ASD class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above. The school may request other

relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

5. Admission of Students

The Board of Management of Caherelly National School will have regard for relevant Department of Education and Skills (DES) Guidelines in relation to class size and staffing provision and/or any other relevant requirements concerning accommodation including physical space and the health and welfare of children.

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 Department of Education and Skills Guidelines in relation to class size and staffing provision.

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.

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 inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

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:

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 and the provision of information concerning attendance and the child's educational 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 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.

Where a child's behaviour impacts in a negative way on other children to the extent that their constitutional rights to an education are being infringed, as judged by the Board of Management, the school reserves the right to advise parents that a more suitable setting should be sought for the child.

19. Discharge

It is school policy to facilitate the discharge of pupils from the school once they have reached the age of 13.(i.e. a June discharge on the academic year that the child turns 13).

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.

21. Roles and responsibilities in developing and implementing this policy:

Roles of Board of Management

- To ensure that a policy is in place and that it is reviewed on a yearly basis.
 - To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
 - To decide on appeals by parents or students with respect to any decision(s) made by the Principal.
 - To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
1. For the purposes of fostering an appreciation of learning among students attending the school and
 2. Encouraging regular attendance at the school on the part of all students

Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Patron.
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of Behaviour and an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Board of Management and the Department of Education setting out Title and Address of each and advising of time limits

Role of Teaching staff

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments

- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

Role of Students

- To co-operate fully with the school in the implementations of the policy
- Pupils enrolled in Caherelly N.S. are required to co-operate with and support the school's Code of Behaviour as well as all other policies.

Role of Parents

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate.
- Parents/Guardians are responsible for ensuring that their child/ren co-operate with the school's policies in an age-appropriate way. A copy of the Code of Behaviour is available on our website and all offers of enrolment are subject to acceptance of the code

In registering children in Caherelly NS, parents are expected to support teachers in following the policies and procedures of the school. A copy of all policies and procedures is available for view by all parents.

The policy was ratified by the Board of Management of **Caherelly N.S.** on 13th Feb '24

Signed: Bridget Teehan Chairperson, Board of Management

Date :

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



Appendix (1)

Enrolment Application Form

Caherelly N.S. 2024/25

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of Sibling(s) currently enrolled: _____

Parish in which the applicant resides: _____

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to The Principal, Scoil Ailbhe, Caherelly NS, Grange,
Kilmallock, Co Limerick, V35 T283



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

ANNUAL ADMISSION NOTICE

Admission Policy and Application Form

A copy of the school's Admission Policy and the Application Form for Admission for the 2024 /2025 school year is available as follows: -

The Admissions Policy is available on the school website: www.caherellyns.com

The Admission Policy and Application Form for Admission is available by emailing office@caherellyns.com or writing to : Caherelly N.S. Grange, Kilmallock, Co Limerick, V35 T283

PART 1 – Admissions to the 2024 / 2025 school year

Application and Decision Dates for admission to 2024 / 2025

The following are the dates applicable for admission to Junior Infants 2024/2025

The school will commence accepting applications for admission on (This date cannot be before October 1st of the year preceding the start Of the school year for which admission is being sought)	October 11 th 2023
The school shall cease accepting applications for admission on (There must be a minimum period of 3 weeks between this date and the Commencement date for accepting applications for admission)	February 7 th 2024
The date by which applications will be notified of the decision on their application is (this date must be within 3 weeks of the closing date for receipt of application or within 3 weeks of the application date for late applications)	February 28 th 2024
The period within which applicants must confirm acceptance of an offer of admission is	March 14 th 2024



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in 2024 /2025

The number of places being made available in junior infants 2024/2025 is	30
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