

Admission Policy of St Daigh's N S

School Address: The Glebe, Inniskeen, Dundalk, Co Louth
A91 DW 66
Roll number: 19251G

School Patron/s: Bishop Of Clogher, Laurence Duffy

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was initially approved by the school patron 1st 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 St Daigh's N S 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.

2. Characteristic spirit and general objectives of the school

St Daigh's N S is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Clogher.

"Catholic Ethos" 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,

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 St Daigh's 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

St. Daigh's N S, Inniskeen is a National School under the patronage of the Catholic Bishop of Clogher, for the education of children in the parish of Inniskeen. The school is committed to the aims and principles of the revised (1999) primary school curriculum. It celebrates the uniqueness of each child as expressed in each child's personality, intelligence and potential for development. The school seeks to nurture the child in all dimensions of his or her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical.

Our Curriculum aims to enable each child:

- To live life as a child and to realise his or her potential as a unique individual
- To develop as a social being, through living and co-operating with others and so contribute to the good of society
- To prepare for further education and lifelong learning.

St. Daigh's N S seeks to cherish and challenge children in a safe, secure and attractive learning environment. We aim to provide quality learning experiences that are engaging, enriching and enjoyable through a broad, balanced and relevant curriculum.

The school sees itself as an integral part of the parish and in partnership with parents/guardians and the Church seeks to nurture the Catholic faith through religious education, preparation for the Sacraments and through the ethos of the school. This ethos is best exemplified through the quality of all relationships in the school, which are based on respect and dignity for each person – child, parent, guardian, teacher, principal, priest, secretary, caretaker, special needs assistant, support worker and visitor to the school.

St. Daigh's N S seeks to be a warm and welcoming place respectful and accommodating of diversity. We strive to provide an inclusive environment responsive to the needs of *all*, as outlined below in the Admission Statement. We aim to promote equality in all areas and to provide extra support for any pupil with a learning disability or difficulty.

We value most highly our relationship with parents, guardians and the local community and seek to continue to work in partnership with parents and guardians to ensure the best interest of each child is provided for.

The school is a learning community. We promote and value lifelong learning for all, including staff. We urge you to work in partnership with us reinforcing for children the shared values of home and school.

At *St. Daigh's N S* we believe that all our pupils, including those with Special Needs, are encouraged to develop their potential in a happy, caring atmosphere.

3. Admission Statement

St Daigh's 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.

Primary schools receiving applications from applicants of a minority religion

St Daigh's N S is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

All denominational schools

St Daigh's 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St Daigh's N S will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

St Daigh's N S will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Arrangements for Children with Special Educational Needs in St Daigh's N S

- *St Daigh's N S embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other educational needs.
- *The school welcomes applications from pupils with special needs. Such applications will be processed in accordance with the provisions of this policy.
- *Pupils with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE.
- *Inform the school of any special needs as early as possible.
- *Ensure that copies of the child's medical and/or psychological report(s) and/or professional assessment(s) are provided so that provision can be made for that applicant's welfare and educational progress.
- * Where such a report is not available and in the event that the applicant is accepted for enrolment, a request will be made that the successful applicant be assessed immediately. Following receipt of the report, the BOM will assess how the school can meet the needs specified therein. Where the BOM deems that further resources are required, it will request the DES and/or NCSE and/or HSE to provide the resources required to meet the needs of the child as outlined in the medical and/or psychological and/or professional assessment(s).
- *The school may seek any other relevant information in relation to the successful applicant, which it considers necessary.
- * The Principal may, in conjunction with the lead SET, Special Education Needs Organiser (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs

Note: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the DES.

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/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, **fails** to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

All denominational schools

St Daigh's N S is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholicism. where it is proved that the refusal is essential to maintain the ethos of the school.

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

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

Selection Criteria

1. In the event of the number of children seeking admission in any given class/standard exceeding the number of places available preceding or during the school year (due to the Board of Management being unable to provide suitable accommodation or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment
 - a) Brothers and sisters (including step-siblings, resident of same address of children already admitted or previously admitted – priority to the oldest.
 - b) Children living in the parish – priority to the oldest
 - c) Children of current school staff – priority to the oldest
 - d) Children whose home address is closest to the school (as measured by a straight line on OS map) if child is normally resident outside the parish.
 - e) Children living in the catchment area of and who would have historically attended any of the following four schools which were amalgamated into St Daigh's N S in Inniskeen Village in 1970. Schools amalgamated in 1970 were Kednaminsha N S, Drumlusty N S, Drumsinnott N S and Inniskeen N S.
 - f) Children of non-nationals if instructed by the Department of Justice and Equality.

In the event of being unable to admit a child(ren) from categories a,b,c, in a given class at the beginning of a year or mid-term, such children will receive priority (in order of a,b,c,) for the subsequent school year over the other children on the class waiting list.

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:

If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will be applied whereby places will be offered to complete applications, beginning with the oldest eligible applicant, in that category and proceeding in descending order of age from the oldest to the youngest, until all remaining available places have been filled.

If during this selection period, two or more applicants have the same date of birth, the school will apply a random selection process to these applicants, only in order to establish to whom places in that category will be offered.

A waiting list for unsuccessful applicants will be compiled and applicants will be placed on the list in order of priority, as set out above. When a vacancy becomes available, applicants on the waiting list will be offered a place, in accordance with the order of priority the applicant has been placed on the list. The list will remain valid for the school year in which admissions are being sought.

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,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents/guardians, 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, as per Selection Criteria 1(a) above, siblings/step siblings of a student attending or having attended the school.
- (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. It also applies to late applications.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to St Daigh's N S will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed **in writing** as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Daigh's 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 St Daigh's 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/guardian 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 schools to provide a patron or another board of management with a list of the students in relation to whom:

- an application for admission to the school concerned has been received,
- an offer of admission to the school concerned has been received
- an offer of admission to the school concerned has been accepted

The list may include any of all of the following:

- The date on which an application for admission was received by the school:
- The date on which an offer of admission was made by the school.
- The date on which an offer of admission was accepted by an applicant
- A student's personal details including his/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 St Daigh's 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 St Daigh's 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 Admissions Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent 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 a place available subject to this admissions policy. 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:

Pupils will be accepted for all other classes provided the space is available. If a place is unavailable the student will be placed on a waiting list in order of date on which application was made

Selection Criteria

In the event of the number of children seeking admission in any given class/standard exceeding the number of places available preceding or during the school year the following criteria will be used to prioritise children for enrolment

- a) Brothers and sisters (including step-siblings, resident of same address of children already admitted or previously admitted – priority to the oldest.

- b) Children living in the parish – priority to the oldest
- c) Children of current school staff – priority to the oldest
- d) Children whose home address is closest to the school (as measured by a straight line on OS map) if child is normally resident outside the parish.
- e) Children who historically would have attended any of the following four schools which were amalgamated into St Daigh’s N S in Inniskeen village in 1970. Schools amalgamated in 1970 were Kednaminsha N S, Drumlusty N S, Drumsinnott N S and Inniskeen N S.
- f) Children of non-nationals if instructed by the Department of Justice and Equality.

In the event of being unable to admit a child(ren) from categories a,b,c, in a given class at the beginning of a year or mid-term, such children will receive priority (in order of a,b,c,) for the subsequent school year over the other children on the class waiting list.

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:

Pupils will be accepted for all other classes provided the space is available. If a place is unavailable the student will be placed on a waiting list in order of date on which application was made

Selection Criteria

In the event of the number of children seeking admission in any given class/standard exceeding the number of places available preceding or during the school year the following criteria will be used to prioritise children for enrolment

- a) Brothers and sisters (including step-siblings, resident of same address of children already admitted or previously admitted – priority to the oldest.
- b) Children living in the parish – priority to the oldest
- c) Children of current school staff – priority to the oldest
- d) Children whose home address is closest to the school (as measured by a straight line on OS map) if child is normally resident outside the parish.
- e) Children who historically would have attended any of the following four schools which were amalgamated into St Daigh’s N S in Inniskeen village in 1970. Schools amalgamated in 1970 were Kednaminsha N S, Drumlusty N S, Drumsinnott N S and Inniskeen N S.
- f) Children of non-nationals if instructed by the Department of Justice and Equality.

In the event of being unable to admit a child(ren) from categories a,b,c, in a given class at the beginning of a year or mid-term, such children will receive priority (in order of a,b,c,) for the subsequent school year over the other children on the class waiting list.

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

This rule applies to all schools.

The board of St Daigh's 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.

Note: Exceptions apply only in relation to school outings, school tours, swimming curriculum

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

The class teacher will plan appropriate additional work for the student during religious instruction time in the class. This will also apply to the student when and if the class needs to visit the church to undertake practices for the sacraments, adoration, rehearsals for Christmas/Easter activities or take a retreat.

All children will be expected to attend monthly assembly.

All children will be expected to wear the school uniform.

18. Reviews/appeals

Review of decisions by the board of Management

The parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

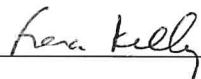
Implementation, Review and Communication

This policy was ratified by the Board Of Management of St Daigh's N S on 8th March 2023 and earlier approved by the Patron (Bishop Of Clogher) on 7th February 2023.

This policy is available on the school's website or a hard copy can be accessed from the school office.

This policy will be reviewed by the Board every two years and/or will be reviewed in the event of changes in pupil/teacher ratio and/or legislation or at the request of the DES/Patron/other.

The Board will monitor the implementation of all aspects of this policy and amend as required.

Signed: 

Chairperson BOM

Signed: 

Principal, St Daigh's N S

Date: 8th March 2023