

ADMISSIONS POLICY

Scoil Mhuire gan Smal (GLASHEEN GIRLS' NS)

(last reviewed September 2022)

School Address: School Avenue, Glasheen, Cork

Roll number: 17105I

School Patron: Catholic Bishop of Cork

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 approved by the school patron in May 2020. It is 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 the admission process to Glasheen Girls' School (**also known as Scoil Mhuire Gan Smál C**) 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 to any person who requests it.

2. Characteristic spirit and general objectives of the school

Glasheen Girls' School is a Catholic all girls primary school with a Catholic ethos under the patronage of the Bishop of Cork. "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:

1. the full & harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral & spiritual aspects;
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Glasheen Girls' School 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: Glasheen Girls' School (also known as Scoil Mhuire Gan Smál C), is a Catholic Primary School recognised by the Dept. of Education & Skills as a Girls' primary school under the patronage of the Catholic Bishop of Cork and Ross, Cork and Ross Offices, Redemption Road, Cork. Tel. (021) 4301717. We are a very inclusive school, with pupils of all faiths and none.

- The Policy can be read in conjunction with our other school policies, including our Child Safeguarding Statement, Anti-Bullying Policy, Special Education Needs Policy, Code of Behaviour and Health & Safety.
- The school is a girls' only school where the full range of classes is taught, from Junior Infants to Sixth class, including a class for children with moderate needs opened in 2012. It is an inclusive school and caters for girls and boys with moderate ID.
- There are 26 full-time teachers, including the Principal, 14 Class Teachers, 1 MOD ID Class Teacher, 5 Resource/Learning Support Teachers, 3 Language Support Teachers, 1 Shared Special Education Teacher & 1 Home School Community Liaison teacher (shared).
- 6 x full-time Inclusion Support Assistants (Formerly Special Needs Assistants) are assigned to the school by the Department of Education & Skills, to enable the inclusion of certain children with **care needs**.

3. Admission Statement

Glasheen Girls' School will not discriminate in its admission of a student to the school on any of the following:

1. the **Gender** ground of the student or the applicant in respect of the student concerned (please see single gender schools below)
2. the **Civil Status** ground of the student or the applicant in respect of the student concerned,
3. the **Family Status** ground of the student or the applicant in respect of the student concerned,
4. the **Sexual Orientation** ground of the student or the applicant in respect of the student concerned,
5. the **Religion** ground of the student or the applicant in respect of the student concerned,
6. the **Disability** ground of the student or the applicant in respect of the student concerned,
7. the ground of **Race** of the student or the applicant in respect of the student concerned,
8. the **Traveller** community ground of the student or the applicant in respect of the student concerned, or
9. 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.

Single Gender Schools

Glasheen Girls' School is an **all-girls** school and does not discriminate where it refuses to admit a boy applying for admission to this school. (to a mainstream class)

Primary Schools receiving Applications from Applicants of a Minority Religion

Glasheen Girls' School 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.

Glasheen Girls' School 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with Special Education Class(es)

Glasheen Girls' School is a school which has established a class, with the approval of the Minister for Education & Skills, which provides an education exclusively for students with Moderate ID ONLY, may refuse to admit to the class a student who does not have ID.

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

In the case of a mainstream school with a SEN class attached

Glasheen Girls' School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Moderate ID.

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 previously unless otherwise directed by the NCSE or the Department.

5. Admission of Students

This school shall admit each student seeking admission **except** where –

1. the school is oversubscribed (please see [section 6](#) below)
2. a parent of a student, when required by the principal in accordance with section 23(4) Education (Welfare) Act 2000, fails to confirm in writing that the school's Code of Behaviour of is acceptable to him/her & that he/she shall make all reasonable efforts to ensure student's compliance with the code

A school that admits students of one gender only Glasheen Girls' School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools Glasheen Girls' School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special class attached to Glasheen Girls' School provides an education exclusively for students with Moderate ID 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.

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:

Selection Criteria

1. Sisters of children already enrolled in **Glasheen Girls' or Boys' Schools** (including stepsiblings, resident at the same address).
2. All children who live within the area (**Radius of 3 kms**). Proof of Address May Be Required.
3. **Parents or Grandparents** having attended the school (please see note 7 f below).
4. Children of **current school staff of Glasheen Girls' & Boys' Schools** (only after children in first 3 categories have been catered for).
5. Children with a **parent who works within 2 kms of the school** (only when children in first 3 categories have been catered for).
6. **All other applicants.**

In the event of being unable to enrol children in any year, the child's name will be placed on the **waiting list** in accordance with the criteria, as above.

On a given year, when demand for places in Junior Infants far

exceeds supply, the Board may decide to specify that all pupils must be four years old by a certain date earlier than September (eg. 1st May, 1st July).

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy.

In the event of two or more students being tied for a place/s in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

The names will be selected by lottery which will be supervised by two members of the Board of Management.

1. All applications will be drawn from the lottery and either placed on the list of students being offered enrolment or on the waiting list. Students will be placed on these lists in accordance with the order in which they are drawn by lottery.
2. Any vacancies that arise will be offered in strict numerical order to students on the waiting list. The waiting list will cease to operate once all students on it have been offered a place or on 30th September 2022, whichever occurs earlier.
3. Late applications will be processed only after all on-time applicants have been offered places and will be offered on a first-come, first-served basis. Applications received on the same date will be placed on the waiting list, in order, determined by lottery.

1. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below):

1. a student's prior attendance at a pre-school or pre-school service, other than in relation to a student's prior attendance at an Early Intervention Class;
2. the **payment of fees** or contributions (howsoever described) to the school;
3. a student's **academic ability, skills or aptitude;**

(other than admission to 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)
4. the occupation, financial status, academic ability, skills or aptitude of a **student's parents (please see selection criteria above);**
5. a requirement that a student, or his parents, attend an interview, Open Day or other meeting as a condition of admission;
6. a student's connection to the school by virtue of a member of his family attending or having previously attended the school;

(other than (1) siblings of a student attending or having attended Glasheen Girls' or Boys' School and (2) parents or grandparents of a student having attended the schools.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a **maximum of 10% of the available spaces as set out in the school's annual admission notice).**

7. the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

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

8. Decisions on Applications

All decisions on applications for admission to Glasheen Girls' School will be based on the following:

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

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

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

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 17](#) below for further details).

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

In accepting an offer of admission from Glasheen Girls' School, 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 Glasheen Girls' School where—

1. it is established that information contained in the application is false or misleading.
2. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
3. 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
4. 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 Glasheen Girls' School 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 Glasheen Girls' School 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:

New pupils may be admitted to Senior Infants – 6th classes, provided that the class to which they are making their application is not oversubscribed. The guidelines for class size are communicated by the Department of Education annually.

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:

Applications for a child who has not moved house/changed address, to transfer from another local school to Glasheen Girls' School, will be considered until 30th September of the school year. Otherwise, parents will be advised to apply for a place in the following school year.

The Board of Glasheen Girls' School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

16. Arrangements regarding students not attending religious instruction

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

Parents are asked to notify the school, in writing, that their child will not take part in Religious Instruction. Arrangements will be agreed and explained to the parent.

Where parents have requested that a student attend the school without attending religious instruction in the school, a variety of the following approaches may be utilised - These arrangements will not result in a reduction in the school day of such students:

1. Children may work independently in the classroom - reading, colouring in, free writing. Older children may pursue project work during this time.
2. At particular times during the school year, in cases where it is possible, teachers may utilise a co-operative approach - where one teacher will teach religion to a group, while another teacher will teach the other group of children during this time.

(During times of sacramental preparation, pupils not partaking in the Religious Instruction, may do alternative activities. For occasional trips to the church, there will be an arrangement for pupils not partaking, to remain in school, under the supervision of another teacher).

17. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, 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 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 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.

Anne Lynch

12/09/2022

Chairperson Board of Management