Enrolment policy 2027-28 Gaelscoil na gCeithre Maol
Cearnóg an Mhargaidh, Béal an Átha, Co. Mhaigh Eo
Roll Number: 20084U
School Patron: An Foras Pátrúnachta

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 on 25/05/2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Gaelscoil na gCeithre Maol 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.

If there is any discrepancy the Irish version of this policy takes precedence.

2. Characteristic spirit and general objectives of the school

Gaelscoil na gCeithre Maol is an Irish medium primary school under the patronage of An Foras Pátrúnachta. It's a co-educational school that was founded in 1998 with a catholic ethos.
The main aim of the Gaelscoil na gCeithre Maol is to create a safe, enjoyable and well organised environment. An environment where the children in our care can develop entirely, spiritually, physically, culturally and intellectually. It is our objective to create an environment where the child can thrive through the medium of Gaeilge.
We hope that every aspect of our school life will be strengthened by our Christian principals that recognises teachers and students as individuals with their own strengths. Gaelscoil na gCeithre Maol's vision is to create a positive, caring, open learning environment where each child's individuality is celebrated, encouraged and nurtured.

3. Admission Statement

Gaelscoil na gCeithre Maol will not discriminate in its admission of a student to the school on any of the following:

(a) the gender ground of the student or the applicant in respect of the student concerned,
(b) the civil status ground of the student or the applicant in respect of the student concerned,
(c) the family status ground of the student or the applicant in respect of the student concerned,
(d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
(e) the religion ground of the student or the applicant in respect of the student concerned,
(f) the disability ground of the student or the applicant in respect of the student concerned,
(g) the ground of race of the student or the applicant in respect of the student concerned,
(h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
(i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Gaelscoil na gCeithre Maol will co-operate with the National Council for Special Education in the performance of the Council's functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education for children with special educational needs, including the provision and implementation of special classes or classes at the request of the Council.

Gaelscoil na gCeithre Maol shall comply with any order served on the patron or board under section 37A and any order served on the board under section 67(4B) of the Education Act.

Any special class that opens in Gaelscoil na gCeithre Maol will be operated through the medium of Irish.

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

There is no special class in the school at the moment.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 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

6. Oversubscription

Entrance Requirements

The child must be four years of age by March 1st of the proposed year of enrolment to school. Any child who will be 4 but whose date of birth falls between March 1st and the first day of school will be on the main waiting list in the case of oversubscription and a place may be offered to that child if a place becomes available and the other criteria have been met.

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. Brothers, sisters, half siblings, foster children and adopted siblings of children already attending the school.
2. Children who can assure the school that they have a certain fluency in Irish and that if they didn't attend the school that fluency would be affected if they were unable to attend the school *
3. **Brothers, sisters, half siblings, foster children and adopted siblings of children who have already attended the school.**
4. **By age: starting with the oldest**

*** It is the complete responsibility of the parents to sufficiently prove the child's fluency in Irish to the Board of Management**

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:

The Board of Management has the right to cap the number of children in each class. The maximum number of pupils that will be allowed in Junior Infants is 30.
If two or more children are tied under criteria 1, 2, 3 above then priority will be given to the next criteria on the list. If the 4th criterion is being used then proof of date of birth will be 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(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 requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
(other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a 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 criterion 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.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2027 only).

8. Decisions on applications

All decisions on applications for admission to Gaelscoil na gCeithre Maol 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 18 below for further details).

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

In accepting an offer of admission from Gaelscoil na gCeithre Maol, 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 Gaelscoil na gCeithre Maol 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) of the Act permits the school to supply a list of students to the patron and other boards of management

(i) that you received an application for entry to the school
(ii) that an offer of a place in school was made
(iii) that the school place was accepted

Any or all of the following can be on the list:

(i) the date that the application was received for a school place

(ii) the date the offer of a school place was made

(iii) the date the applicant accepted a place in the school

(iv) the child(ren)s personal details including name, address, date of birth and public service number (according to paragraph 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 Gaelscoil na

gCeithre Maol were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Gaelscoil na gCeithre Maol 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.

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.

Supplementary waiting list will be created for applications received after the closing date on the Yearly Admissions Notice. These applications will be ordered according to the selection criteria outlined in this policy. The waiting list must be cleared before looking at the supplementary waiting list.

14. Late Applications

A place must be offered if there is one available in the school.
If school places are still being sought after the main enrolment process has taken place, any places will be filled from the waiting list created by that process.

All applications for admission received after the closing date as outlined in the annual admission notice will be placed on a supplementary list. The main list must be cleared before any offers of a school place are offered to pupils on this list. When a place becomes available, all applications will be considered and decided upon in accordance with our school's admissions policy selection criteria on the date that the space becomes available, according to the Education Admissions to School Act 2018 and any regulations made under that Act.

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:

Parents/guardians who want to enrol a pupil into any class other than Junior Infants must write a letter for that purpose to the chairperson of the Board of Management. It is the Board of Management alone, that makes the decision to accept a child into another class.

Senior Infants/First Class
A place will be offered to the child in senior infants or first class. If that application overreaches the number of children in that class, the school will use the selection criteria that are outlined in part 6 of this policy. If there isn't a place available for the child, they will be added to the waiting list according to paragraph 13 of this policy.
Second to Sixth class
A place will be offered to a child into these classes if there is a place available and the principal/board of management are sure that the child's fluency in Irish is sufficient that they are able to function and learn at the same level as the children already in the class so that the rest of the children don't have to revert to English to communicate with the student. The parents/guardians must provide evidence of their standard of Irish. It is the Board of Management that has the final say in this decision.

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:

Parents/guardians of children who want to enrol them in any class other than Junior Infants must write a letter of application to the chairperson of the Board of Management. It is the Board of Management only that makes the decision to enrol pupils.

Senior Infants/First Class
A place will be offered to the child in senior infants or first class. If that application overreaches the number of children in that class, the school will use the selection criteria that are outlined in part 6 of this policy. If there isn't a place available for the child, they will be added to the waiting list according to paragraph 13 of this policy.

Second to Sixth class
A place will be offered to a child into these classes if there is a place available and the principal/board of management are sure that the child's fluency in Irish is sufficient that they are able to function and learn at the same level as the children already in the class so that the rest of the children don't have to revert to English to communicate with the student. The parents/guardians must provide evidence of their standard of Irish. It is the Board of Management that has the final say in this decision.

16. Declaration in relation to the non-charging of fees This rule applies to <u>all</u> schools.

The board of Gaelscoil na gCeithre Maol 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 fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

A written request should be made to the principal to take children out of religious instruction. A meeting will be arranged with the parents/guardians to discuss how best to accommodate this request.

18. Reviews/appeals

Review of decisions by the board of Management

The parent 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 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.