



# Admission Policy

Scoil Mochua, Celbridge

*Ratified November 2023*

## **Admission Policy of Scoil Mochua**

**School Address: Aghards, Celbridge, Co Kildare**

**Roll number: 19794V**

**School Patron: Catholic Archbishop of Dublin, Reverend Dermot Farrell**

### **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 24/07/2020. 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 Scoil Mochua'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**

2.1 Scoil Mochua is a co-educational primary school with a Catholic ethos under the patronage of the Archbishop of the Archdiocese of Dublin.

"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, 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,
- e. 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 Scoil Mochua 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.

2.2 In Scoil Mochua, we are committed to providing a learning environment where the children and staff can flourish. We work hard to ensure that our priorities, set out below, are at the core of everything we do. These priorities are shared with the school community on a regular basis to ensure that they remain our collective focus. We are proud of the culture we continue to nurture, and are confident that it facilitates children and staff to reach their potential. Our priorities are:

- a. The children and staff in Scoil Mochua are happy
- b. High standards of teaching and learning are maintained to meet the needs of all our children
- c. All of our relationships (with each other, children, parents, BOM, wider school community) are underpinned by respect, trust, care and integrity, and we place a high value on inclusion
- d. The culture of collaboration and support is nurtured
- e. Professional development is encouraged and valued

### 3. Admission Statement

3.1 Scoil Mochua 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.

Scoil Mochua 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.

Scoil Mochua will cooperate with the NCSE in the performance by the Council of 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 required to do so by the Council.

Scoil Mochua will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

#### **4. Pupils with Special Educational Needs**

Scoil Mochua enrolls children with Special Educational Needs into mainstream classes, and works with the relevant agencies to ensure that appropriate support is available to facilitate all children in achieving their potential.

In relation to applications for the enrolment of children with Special Educational Needs, it is open to the BOM to request a copy of the child's medical and/or psychological report where such a report is available. The school will meet with the parents of the child to discuss the child's needs and the capability of the school to meet those needs. The school will make every effort to secure resources to ensure the needs of the child are met. It is the responsibility of parents / guardians to inform the school of any such needs so that any necessary supports, subject to availability, may be put in place.

#### **5. Admission of Students**

5.1 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

5.2 While recognising the right of parents to enrol their child in the school of their choice, the BOM of Scoil Mochua has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. Health & Safety Concerns regarding staff and children
- b. Available classroom space
- c. Educational needs of the children
- d. Presence of children with special needs
- e. Department of Education & Skills class size directives
- f. Appropriate supports and resources are available

g. Time of school year

5.3 In this Policy, the use of the terms “resident” and “residence” means actually resident on the closing date for enrolment specified in the Annual Admission Notice of the school, having established through the production of verifiable documentation a pattern of residency at the address identified or a clear intention for habitual residency to be established and continue thereat. The onus is on the applicant to show qualification as a resident and rebut any evidence to the contrary.

5.4 A completed application form must be submitted along with an original **birth certificate** (with a copy to be retained by the school) and at least **two proofs of residential address**. These documents should state full name of parent / guardian and full address. Examples of acceptable documents include (but are not limited to):

- Utility bills – From electricity, gas, phone, cable television, broadband provider. Printed online bills are acceptable. Mobile phone bills are not acceptable.
- Correspondence from Department of Social Protection / Revenue, Tax certificates, P60, P45, P21
- TV Licence

These documents must be dated within three months of enrolment. The Board of Management of the school reserves the right to request additional / alternative documents if it is not satisfied that the documentation presented provides sufficient or reasonable evidence of residing within the area from which applicants are accepted as per Section 6 below.

5.5 In certain cases, further information on the student may be requested. The application will not be treated as being complete until such time as all requested information has been received.

5.6 Where there are issues with regard to child custody or access, parents/guardians must provide a written declaration of joint consent before the Board can accept an application and offer a place. The onus is on the parents/guardians to make such issues known to the school.

5.7 All children enrolled in Scoil Mochua are required to co-operate with, and support the school’s Code of Behaviour as well as all other policies on curriculum, organisation and management. The BOM places parents / guardians responsible for ensuring that their children co-operate with said policies in an age-appropriate way.

5.8 Scoil Mochua is a Catholic school and may refuse to admit as a student a person who is not of this religion where it is proved that the refusal is essential to maintain the ethos of the school.

5.9 At time of admission, all parents / guardians are directed to the school website [www.scoilmochnua.com](http://www.scoilmochnua.com) for details of the school’s policies, including the Code of Behaviour, the Anti-Bullying Policy and the Child Safeguarding Statement. The website also contains information on many other areas related to school life.

5.10 In accordance with the DES’s rules for National Schools, a child may be suspended and/or expelled. School policy relating to expulsion and suspension of students is outlined in the school’s Code of Behaviour which is available to view on [www.scoilmochnua.com](http://www.scoilmochnua.com).

## 6. Oversubscription

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

The BOM will accept applications from the following three groups:

- a. Brothers and sisters (including step-siblings resident at the same address) of children currently attending the school;
- b. Applicants from the following areas, which are listed in order of priority

*Thornhill, Ballygoran, Ashgrove, Castlewellan, Willowbrook, Beatty Park, Beatty Grove, Whitethorn/Temple Grove, Maynooth Road West, Castle Village, Kilwogan, Mooretown, Ardrath, Crodaun Forest Park, Hawthorn Gate, Hawthorn View, Oldtown Mill, Wolstan Haven, Vanessa Lawns, Celbridge East, Celbridge West, South of the Liffey*

As new estates and/or houses are built in close proximity to the school, the Board of Management reserves the right to include these as eligible applicants despite the fact that they are not explicitly listed above. The Board of Management reserves the right to place the estate / house within the list.

- c. Children of school staff.

In the event of over subscription, the BOM may contract the area listed in (b) above, starting from the end of the list, and working back. Equal priority is given to the oldest children from the groups (a), (b), either in its entirety or the contracted version of it, and (c) above, up to a maximum of the number of places available. The Board of Management determines the number of places available and the age cut-off. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## 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, 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 siblings of a student attending 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.

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Mochua will be based on the following:

- a. Our school's Admission Policy
- b. The school's Annual Admission Notice
- c. 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 Scoil Mochua, you must indicate:

- a. 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**
- b. whether or not you have applied for and are 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 Scoil Mochua where:

- a. it is established that information contained in the application is false or misleading.
- b. 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.
- c. 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;
- d. 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:

- a. an application for admission to the school has been received,
- b. an offer of admission to the school has been made, or
- c. 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**

- 13.1 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 Scoil Mochua 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.
- 13.2 Placement on the waiting list of Scoil Mochua 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.
- 13.3 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.
- 13.4 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. In order to provide an appropriate education for students, as required by the Education Act 1998, the BOM will admit students to Junior Infants until the end of the month of September in the school year in which admission is being sought, except in the case of school transfers.

### **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 (school) 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**

Where places are available, applications will be accepted during the school year on behalf of children who take up residence in the Parish.

Where places are available, applications will also be accepted on behalf of children who live outside the parish of Celbridge.

In the interests of good community relations, the school will accept transfer of pupils from other schools in the parish at the end of the school year. All student transfers are subject to available space.

Application for enrolment is made by applying to the BOM or the Principal.

Parents / guardians are requested to provide the school with a birth certificate, a report on the child's previous educational progress and attendance, and proof of address as outlined in Section 5 above.

It is a condition of application that applicants accept the protocol and policy referenced in this document as a condition of entry.

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

The Board of Management of Scoil Mochua 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**

The following are the school's arrangements for students, where the parents have 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) to discuss how the request may be accommodated by the school.

## **18. Reviews/appeals**

### **Review of decisions by the Board of Management**

The parent/guardian 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.

An appeal to the Board of Management of Scoil Mochua by a parent/guardian must be submitted to the Board within three weeks of receipt of the decision to refuse admission.

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 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, within three weeks of receipt of the decision to refuse admission, **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, within three weeks of receipt of the decision to refuse admission, 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.

### **19. Policy Review:**

This policy was ratified by the Board of Management and will be reviewed and ratified annually by the Board of Management and amended where deemed necessary and appropriate.

Signed:



*Chairperson, Board of Management*

Date: 21/11/2023

Signed:



*Principal*

Date: 21/11/2023