



## **Lisavaird National School**

**The Pike, Clonakilty, Co. Cork**

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**Principal: Mr. Kieran O' Donovan**

**Deputy Principal: Mrs. Kathleen Eady**

**Reviewed: November 2023**

**Signed:**

## **Admissions Policy**

### **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 [date]. It will be 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 Lisavaird National School's admission process are set out in the school's annual admission notice which will be 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 will be made available in hardcopy on request to any person who requests it.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

### **General School Information**

**Name of School:**

**Lisavaird National School**

**Telephone No:** (023) 8834987  
**Denominational Character:** Roman Catholic  
**Name of Patron:** Bishop Fintan Gavin

Permanent Teaching Staff include the Principal, Deputy Principal, Class Teacher, Learning Support/Resource Teacher and Special Needs Assistants. The latter constitutes 3 mainstream Teachers and 1 LS/RT Teacher. There is a school Secretary and substitute Teaching Staff (as required). The services of a part time drama Teacher, music Teacher and games Coach are also provided.

The full range of classes is taught in the school and classes are of mixed gender. Learning support is provided if necessary.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

The school is open to receive pupils at 8.50am. Formal instruction commences at 9.10am and finishes at 2.50 p.m. Infant Classes finish at 1.50 p.m.

## **2. Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## **3. Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall ....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

Lisavaird National School will cooperate with the NCSE in the performance by the Council of its functions under the Education with Special Educational Needs Act 2004 in relation to the provision of education 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.

Lisavaird National School will comply with any direction served on the board or the patron under section 37A and 67 (4)(b)

#### **4. Goals**

The mission of the School is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all our pupils to develop to their full potential as persons, spiritually, socially, morally, physically and academically.

We are committed to providing a learning environment which is free from discrimination, threats, bullying and/or harassment for all our staff and pupils. In a caring and respectful way, we will affirm each person’s self-worth and dignity and provide a student-centred education that nurtures the strengths, talents and potential of all.

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures.
- To enable applications for admission to the school to be handled in an open, transparent manner.
- To put in place criteria under which applications shall be considered.
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation.
- To specify what information is required by the school at the time of application.

#### **5. Context, Resources, School Organisation & Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent’s choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school

year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Lisavaird National School 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

## **6. Catholic School**

Lisavaird National School is a school whose objective is to provide education in an environment which promotes religious values in keeping with its catholic ethos, as well as fostering an awareness, understanding and acceptance of other world religions. It 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.

## **7. Roles and responsibilities in developing and implementing this policy:**

### **Roles of Board of Management**

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

### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies

- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

#### **Role of Teaching staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

#### **Role of Students**

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

#### **Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

### **8. Admission of Students**

This school shall admit each student seeking admission except where –

- a. the school is oversubscribed (please see criterion below for 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

### **Policy Considerations**

The Board of Management of Lisavaired National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, Traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school. Reference to Rosscarbery Parish in our criteria for enrolment is on the basis of significant financial contributions and commitments from this Parish to the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Lisavaired National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Science class size directives
- Appropriate Supports and Resources are available
- Time of school year

### **Catholic schools**

Lisavaired National School is a catholic school and may refuse to admit as a student a person who is not of catholic where it is proved that the refusal is essential to maintain the ethos of the school.

(Please note that this does not prohibit application or acceptance of children of other or no faith)

### **Procedures – Application, Enrolment Criteria & Decision / Appeals**

- Failure to fully complete forms may result in refusal to admit a student.
- Further relevant information may be sought at a later stage
- In applying the criteria for enrolment, the school will take into account limitations in the size of classes

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources-where the resources cannot be secured, the school reserves the unfettered right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and

their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

**Application for immediate admission in the current school year**

- Application forms are available from the school secretary
- Failure to fully complete forms will result in refusal to admit the applicant
- The behaviour record of a student in their previous school shall be considered
- The attendance record of a student in their previous school shall be considered

**Junior Infant Enrolment Procedure**

The registration process is initiated on receipt by the school of a completed application form. This form can be filled out online via the school website [www.lisavairdns.ie](http://www.lisavairdns.ie). The form will be date stamped on receipt by the school and filed in the student’s individual file. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address and telephone contact numbers are recorded in the School Record of Applications, and the attached acknowledgement, together with a copy of this policy is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Entry in the School Record of Applications means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

**Please note:**

Applications for admission to Junior Infant Class must be made at the very latest by the end of February of the year in which it is expected that the child will start school. The Board of Management strongly recommends that applicant children are at least four years of age on or before April 30 of the school commencement year.

**Junior Infant Enrolment Criteria**

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

Priority	Criterion
<b>1</b>	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
<b>2</b>	Families whose primary residence is :

	In the immediate area of Lisavaird Village, starting closest to the school and radiating outwards from the school.
<b>3</b>	Children of current teaching staff.
<b>4</b>	Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
<b>5</b>	If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritization proceeds until all places have been allocated.

### Criteria for Enrolment to SI to 6<sup>m</sup> Classes

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6 classes.

<b>Priority</b>	<b>Criterion</b>
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
2	Families whose primary residence is in the immediate area of Lisavaird Village, starting closest to the school and radiating outwards from the school.
3	Children of current teaching staff.
4	Children of parents who are past pupils of the school.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

## 9. What will not be considered or taken into account

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

- a. a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
  - (l) 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;
  - 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. 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 31<sup>st</sup> January 2025 only).

## **10. Decisions on Applications**

All decisions on applications for admission to Lisavaird National 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.

## **11. 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).

## **12. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from [school name], 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.

## **13. 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 [school name] where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **14. 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.

## **15. 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 Lisavaird National 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 Lisavaird National 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.

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.

## **16. 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.-

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

This rule applies to all schools.

The board of Lisavaird National School 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.

## **18. 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:

The principal will meet with the parents to clarify the precise level of involvement in religious activities and celebrations desired or allowed by the parents, inclusive of Christmas plays, carol services, attendance at the church for school events etc. In the event that a child is not permitted to engage in religious activity and the parents wish for them to be removed from the activity/event, alternative supervision will be arranged for the child.

## **19. 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.

## **20. 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.

## 21. Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

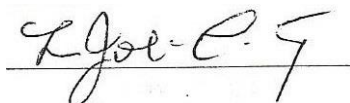
- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

## 22. Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible.

**Ratified by Board of Management:** Nov 2023

**Signed:**



Fr. John McCarthy  
Chairperson, Board of Management