

## **Admission Policy of Scoil Iognáid**

**School Address:  
Bóithrín na Sliogán, Gaillimh  
Roll number: 19371Q**

**School Patrons: Fr. Leonard Moloney SJ, Provincial, Society of Jesus and  
Bishop Brendan Kelly, Bishop of Galway, Kilmacduagh and Kilfenora**

### **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 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 Iognáid 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**

**Scoil Iognáid** is a Catholic co-educational **All-Irish** primary school with a Catholic ethos under the patronage of the Provincial of the Society of Jesus and the Bishop of **Galway**. "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.

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 Iognáid 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.

### **Scoil Iognáid Mission Statement and General Objectives of the School:**

Scoil Iognáid, established in 1971, is an All-Irish Catholic Primary School which operates under the Trusteeship of the Society of Jesus. Scoil Iognáid provides an education through the medium of the Irish language. Irish is the language spoken amongst the teachers and pupils. We strive to provide a peaceful, caring environment in which all aspects of the pupil: intellectual, spiritual, physical, cultural, moral, social and emotional development is nurtured. Co-operation, courtesy and good behaviour are essential for the effectiveness of our school and for the development and progress of our children. Our school mission is inspired by and committed to the Jesuit world view which finds God in all things, which sees Jesus as the model for human living and which produces a faith that does justice. Our pupils grow towards freedom and responsibility in a community of learning in which they experience personal support (*cura personalis*) and strive for excellence in all things (the *magis*).

The approach to teaching and learning is embedded in the Ignatian Pedagogical Paradigm, a dynamic cycle of experience, reflection and action, taking into account the context of the learner and with regular evaluation to plan for the future.

Jesuit education aims to form graduates and leaders in service, in imitation of Christ Jesus, who are “men and women for and with others, and “men and women of competence, conscience and compassionate commitment”.

*Competence* embraces a broad spectrum of abilities – academic proficiency (including the ability to reason reflectively, logically and critically), technological and vocational skills; an appreciation of our Irish culture and other cultures, the creative arts and sport; and effective communication skills in both Irish and English. A person of *Conscience* discerns what is right, good and true and has the courage to act according to those values. A *Compassionate* heart recognises the Lord present in the faces of those in greatest need and walks with them in solidarity and empathy. *Commitment* involves a decision to follow the path of service, and arises out of gratitude for one’s own gifts, rather than promoting entitlement. It shows itself in determination and creativity in dealing with injustice, an ability to work with others to be effective, and resilience in the face of difficulties.

More information can be found on the Characteristics of Jesuit Education at [www.scoilignaid.ie](http://www.scoilignaid.ie)

### **3. Admission Statement**

**Scoil Iognáid** will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,

- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil 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 Iognáid** will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

**Scoil Iognáid** will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4)(B) of the Education Act.

**Scoil Iognáid** is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it refuses to admit as a pupil a person who is not of a Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

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

Scoil Iognáid is not a special school nor presently has a SEN class attached. However, Scoil Iognáid is committed to creating an inclusive and welcoming school community. As such we welcome all pupils into our school.

#### **5. Admission of Pupils**

**Scoil Iognáid** shall admit each pupil seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a pupil, 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 pupil

**Scoil Iognáid** is a Catholic school and may refuse to admit as a pupil a person who is not of a Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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

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

**Applications received before 1/2/20 for the years 2021,2022,2023, 2024, 2025 will be dealt with under the Enrolment Policy in force at the time.**

1. Brothers and sisters of present pupils of Scoil Iognáid
2. Brothers and sisters of past pupils of Scoil Iognáid
3. Sons and daughters of all Scoil Iognáid staff with permanent or CID contracts, nieces and nephews, grand-nieces and grand-nephews of Irish Jesuits, Jesuits transcribed to the Irish Province, or Jesuits from other provinces working in Ireland
4. Sons and daughters of past pupils of Scoil Iognáid; to a maximum of 25% of the available spaces as set out in the school's annual admission notice. A past pupil of Scoil Iognáid is a pupil that has attended Scoil Iognáid for at least three years.
5. Children who have attained a level of fluency in the Irish language indicative of what would be expected of a pupil who uses the Irish language as a normal means of communication in a non-educational environment, taking into account the age and any special educational needs of the pupil concerned and that the said fluency would be likely to regress were the pupil not admitted to an Irish language school.
6. Other applicants whose applications were received in the timeframe outlined in our Annual statement
7. Applications received outside the timeframe outlined in our Annual Statement.

**Note:** Where a parent wish their child to be considered under the 'level of fluency in the Irish language' provision above, that parent is invited to provide evidence to prove/display the fluency to the Board of Management's representatives. This evidence must be provided with the application; except for evidence provided by attending a meeting at the school, if such is requested by the parent/guardians, which opportunity will be arranged by the Board of Management. If the evidence provided is not deemed sufficient, the applicant will be placed in another category according to the Enrolment Policy. An appeal may be made by email to the Board of Management within a week of receiving the decision. The Board will nominate two different representatives to review the evidence of fluency provided. New evidence of fluency will not be accepted. The Board of Management decision will be final.

In the event that there are two or more pupils 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:

Applicants to be placed in order by lottery or random selection as follows:

1. Names will be selected randomly from a drum.

2. If there are siblings (e.g. twins/triplets) for random selection, their names will be placed in the drum as a single entry.
3. A waiting list will be drawn up by the above /lottery random selection process (first out of the drum, first on the waiting list etc.).
4. This random selection will be independently witnessed.

## 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 pupil on a waiting list for admission to the school:

- (a) a pupil'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 pupil's academic ability, skills or aptitude: other than in relation to 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 pupil's parents;
- (e) a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a pupil's connection to the school by virtue of a member of his or her family attending or having previously attended the school; (other than (1) siblings of a pupil attending or having attended the school and (2) parents of a pupil having attended the school. In relation to (2) parents having attended, a school may only apply this criteria 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 school 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 in existing waiting lists up until 31<sup>st</sup> January 2025 only.

## 8. Decisions on applications

All decisions on applications for admission to **Scoil Iognáid** 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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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 Iognáid**, 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 **Scoil Iognáid** 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 pupil, 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 pupil; 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 pupils.

Section 66(6) allows a school to provide a patron or another board of management with a list of the pupils 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 pupil'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 pupils whose applications for admission to **Scoil lognáid** 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 **Scoil lognáid** is in the order of priority assigned to the pupils' 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils 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 pupils to other years and during the school year

The procedures of the school in relation to the admission of pupils who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- a) Pupils may be accepted in classes other than junior infants:
  - (i) If there is a space available in the class
  - (ii) And if, in the opinion of the Board of Management, the pupil's fluency is sufficient for her/him to fully participate in the class and for other pupils to communicate with him/her in Irish.
  
- (b) Applications for admission to other years must be submitted in writing to An Cathaoirleach. The decision to accept a child in any other class than Junior Infants is made by the Board of Management and their decision is binding.

The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as above.

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

The board of **Scoil Iognáid** 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil 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 pupils not attending religious instruction

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

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



## 18. Reviews/appeals

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

The parent of the pupil, or in the case of a pupil who has reached the age of 18 years, the pupil, 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 pupil, or in the case of a pupil who has reached the age of 18 years, the pupil, 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.

**Ratified by Scoil Iognáid Board of Management 30<sup>th</sup> April 2020 for submission to the Patron for approval.**

