

Scoil Alhuire



Machaire Árine

*School
Admissions
Policy*

Admission Policy of Scoil Mhuire Machaire Árne

School Address: Magherarney Smithborough Co. Monaghan

Roll number: 09186p

School Patron/s: Clogher Diocese - Bishop Lawrence Duffy

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 23rd October 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 Mhuire Machaire Árne 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 Mhuire is a vertical, mixed Catholic primary school with a Catholic ethos under the patronage of the Bishop of Bishop Larry Duffy.

"Catholic Ethos" means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
a living relationship with God and with other people; and
a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
the formation of the pupils in the Catholic faith,

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 Mhuire Machaire Áirne 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 Mhuire, Machaire Áirne would like to enable each child to live a full life and to realise his or her full potential as a unique individual, to develop socially through living and co-operating with others and to be prepared for further education, work and life-long learning. The school will endeavour to create an atmosphere conducive to the development of the child in all these ways and to retain a good home/school relationship in which parents, teachers, clergy and ancillary staff, together with the Board of Management and Parents' Association will all work as a team for the good of the children, the school and the wider community.

The objectives of our school include:

1. To nurture in each child a sense of personal identity, self-esteem and an awareness of their own abilities, aptitudes and limitations and also those of others
2. To help pupils to achieve his/her own full potential and foster in them a desire to learn and cultivate a motivation to apply themselves to worthwhile and meaningful activities
3. To give the pupil a feeling of ease at school and create an atmosphere of trust between teacher and pupil
4. To provide for the educational potential of all pupils including those who are disadvantaged through economic, social, cultural, physical or cognitive ability factors
5. To help each child to communicate more readily with his/her fellow pupils and to develop a sense of self-esteem that in turn will alleviate strong tendencies towards shyness
6. To foster a spirit of self-reliance, innovation, initiative and imagination
7. To help children to develop both physically and emotionally
8. To develop confidence, a spirit of inquiry, knowledge and be able to think clearly, creatively and critically and act independently

9. To acquire knowledge, skills and practical ability and the desire to use them
10. To help children respect, appreciate and understand their own and other cultural identities
11. To help children to acquire and develop moral, religious, spiritual, social and cultural values and develop a respect for the beliefs and values held by others
12. To develop a child's creative, artistic, expressive and imaginative skills to the individuals full capacity i.e. through the ARTS
13. To have each child articulate, to be competent in literacy and numeracy and to be able to form and express opinions of their own
14. To create tolerant, caring and politically aware members of society
15. To help children prepare for the social, domestic, recreational and working aspects of their adult life
16. To foster in pupils a global awareness and a sense of responsibility for the care of the environment
17. To help children to understand and appreciate the society/school and environment in which they live, the interdependence of pupils/teachers and people/nations and acquire a keen appreciation of their local, national, European and global heritage identity
18. To foster a spirit of co-operation and the capacity and willingness to contribute in a critical but positive manner towards the development of school and society

The characteristic spirit of Scoil Mhuire, Machaire Áirne and its philosophy is intrinsically linked to it being a Roman Catholic school, under the patronage of our Bishop of Clogher, Bishop Lawrence Duffy.

- i. It aims to provide the full and harmonious development of all aspects of the pupil, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.
- ii. It provides a Religious education for our pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church.
- iii. It is welcoming and inclusive of pupils of all faiths and has respect for every pupil as a child of God.

- iv. It addresses the needs of Catholic families but also welcomes pupils of other religious traditions.
- v. It promotes the formation of our pupils in the Catholic Faith including preparation for the Sacraments.
- vi. It models and promotes a philosophy of life inspired by belief in God, and in the life, death and resurrection of Jesus Christ.

3. Admission Statement

Scoil Mhuire, Machaie Áirne will not discriminate in its admission of a pupils 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 Mhuire Machaire Áirne 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each pupil 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 pupil

Additional Note:

Scoil Mhuire Machaire Áirne is a Roman Catholic School and may refuse to admit as a pupil a person who is not of the denomination noted above where it is proved that the refusal is essential to maintain the ethos of the school.

5. 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:

Selection Criteria:

- A. Brothers and sisters (including stepsiblings, adopted siblings, fostered siblings resident at same address) of children already enrolled with priority going to be oldest.
- B. Children living within the school's geographical catchment area which aligns with the parish jurisdiction – priority oldest.
- C. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the school's geographical catchment area which aligns with the parish jurisdiction.

In the event of the number of applicants in Selection Criteria A, B & C outnumbering the remaining available places, places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled.

6. 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;
- (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, in the case (1) siblings of a student attending or having attended the school where the school is over-subscribed)
- (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 2025 only).

7. Decisions on applications

All decisions on applications for admission to Scoil Mhuire Machaire Áirne 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 14](#) 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.

8. 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 17](#) below for further details).

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

In accepting an offer of admission from Scoil Mhuire Machaire Áirne, 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.

10. 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 Mhuire Machaire Áirne 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.

11. 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.

12. 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 Mhuire Machaire Áirne 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 Mhuire Machaire Áirne 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.

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 students have been placed on the list.

13. 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.

14. Procedures for admission of students to other years and during the school year

Pupils wishing to enrol in any class from Senior Infants to Sixth class who have moved to and reside in the geographical catchment area (equated to the parish jurisdiction) of Scoil Mhuire, Machaire Áirne will have a decision on their application based on:

- 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

Such pupils will be accepted subject to the school's consultation [guided by the Educational Welfare Act 2000] with the pupil's former principal and teachers following the submission of the application where relevant information concerning attendance and the child's educational progress will be sought. Parents will be requested to provide any relevant information pertaining to the child's educational progress to date so as to ensure optimum supports can be put in place to assist the pupil in a smooth transitional period.

It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

Section 28, Education Welfare Act 2000:

28.—(1) The data controller of a prescribed body may supply personal data kept by him or her, or information extracted from such data, to the data controller of another prescribed body if he or she is satisfied that it will be used for a relevant purpose only.

- (a) recording a person's educational or training history or monitoring his or her educational or training progress in order to ascertain how best he or she may be assisted in availing of educational or training opportunities or in developing his or her full educational potential, or*
- (b) carrying out research into—*
 - i. the extent to which persons in receipt of, or who have received, a certain minimum education present for examinations to which Part VIII of the Act of 1998 applies, and the performance in such examinations of persons who so present,*
 - ii. the extent to which persons who have received a certain minimum education participate further in programmes of education, training or instruction, or*
 - iii. the general effectiveness of educational or training programmes.*

Transfers from other schools of pupils residing outside of Scoil Mhuire Machaire Áirne's geographical catchment area

When an application for admission to Scoil Mhuire, Machaire Áirne is made that involves a transfer from a pre-existing school in which a pupil/pupils is/are currently and where the child will not be residing in Scoil Mhuire's geographical catchment area, such an application must be presented to the Board of Management of Scoil Mhuire, Machaire Áirne who will exercise the following form the Education Welfare Act 2000 Section 19

Admission of child to recognised school:

19.—(1) The board of management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned

(2) The parent of a child who has made an application referred to in *subsection (1)* shall provide the recognised school concerned with such information as may be prescribed by the Minister.

(3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with *subsection (2)*, such information as may be prescribed by the Minister thereunder, the board of management of the school concerned shall make a decision in respect of the application concerned and inform the parent in writing thereof

15. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of Scoil Mhuire, Machaire Áirne 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 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.

16. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

- Parents will be informed of the School's Catholic Ethos, Catholic Mission Statement and School Schedule
- Parents will be informed of the Religion programme in use in the school and parents will be invited to consult the relevant class Teacher's Resource Book to see key messages of lessons
- The school will communicate to parents that while the school may, if requested, provide alternative subject work if desired during Religion instructional time such work will be completed within the child's classroom environment
- Parents of pupils in sacramental classes will be invited to have their child/children participate in the class celebration in a manner that does not necessitate expression of the Catholic faith

17. Reviews/appeals

Review of decisions by the board of Management

The parent of the pupil, 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.

18. General

Pupils gaining admission to our school are required to cooperate with and support the school's policies including the code of behaviour and all curricular, organisational and management policies. The board of management places responsibility with parents/guardians for ensuring that their child/children cooperate with said policies in an age-appropriate way.

19 Evaluation

The board of management will monitor the implementation of all aspects of this Admission Policy and will review and amend it as required, with particular emphasis placed upon

- Effective management of the application process
- Clarity and transparency relating to the process
- Applicants being informed promptly regarding the status of their application, particularly in the case of refusal of admission
- Positive staff and parental feedback.

Review Procedure

The policy will be reviewed annually or as necessitated by changes in legislation.

Next formal review of this policy will occur before or during the school year 2023/24.

This policy was approved by the Diocese of Clogher on the 23rd of October 2020.