**Admission Policy of Cavan No 1 National School**

**School Address: Farnham Street, Cavan**

**Roll number: 11517B**

**School Patron/s: Bishop of Kilmore, Elphin and Ardagh**

## **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 the 16th September 2020. The policy will be made available via email or in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Cavan No 1 NS admission process are set out in the school’s annual admission notice which is published annually on the school door, the Church notice board, school newsletter and the scribeand the school 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.

## **Characteristic spirit and general objectives of the school**

Cavan No1 NS is a parish school reflecting and promoting the ethos and characteristic spirit of the Church of Ireland. The school seeks to uphold and express the doctrines, moral teachings, traditions practices and customs of the Church of Ireland as defined by the general Synod. This distinctive spiritual and moral dimension undergirds and permeates the core values and daily life of the school.

## **Admission Statement**

Cavan No 1 NS will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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| *Cavan No 1 NS 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.*    *Cavan No 1 NS 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(4B) of the Education Act.”*  *Cavan No 1 NS is a school whose objective is to provide education in an environment*  *which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.*  *Cavan No 1 NS 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 reflecting and promoting the ethos and characteristic spirit of the Church of Ireland and it is proved that the refusal is essential to maintain the ethos of the school.* |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is **oversubscribed** (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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| **Additional information:**  Cavan No 1 NS is a Church of Ireland school and may refuse to admit as a student a person who is not Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school.  **An Application Form must be accompanied by** **the following:**  **(i) A birth certificate** for the student in respect to whom the application has been made (the “Applicant Student”)  **(ii) Proof of address** in the form of a utility bill in the Applicant’s name (or in one of the Applicant’s names where there is more than one Applicant), which must be dated no later than three months prior to the closing date  **(iii)** Where applicable a **statement confirming that the Applicant Student is a member of a minority religion, as outlined below. \*(see pages 4 and 5)**  **(iv) Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable, as outlined below. \*(see pages 4 and 5)** |

## **Selection Criteria and Oversubscription**

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:

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| **Note:** Cavan No 1 primary school intends to give priority in admission to a student of Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school in accordance with section 7A of the Equal Status Act 2000, the details of the arrangements for same here  **Priority**  6.1 Cavan No 1 National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined  below from (a) to (d), as follows:  (a) **Priority Category 1**:  An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school10 and who lives within the boundary of the **parishes Cavan, Denn and Derryheen and Cloverhill.**  (b) **Priority Category 2**:  An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school11 and who lives within 30km of the school.  (c) **Priority Category 3:** An Applicant Student who lives within 5km radius of the School and who complies with the terms of this Policy.  (d) **Priority Category 4:** All other Applicant Students who comply with the terms of this Policy  10 As defined in Section 7(A)(2) of the Equal Status Act  11 As defined in Section 7(A)(2) of the Equal Status Act  **In respect of Priority categories 1 and 2 above**, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.  \*(a) **a statement (letter) from the Applicant** (parents or guardians of the child/children) **confirming**  (i) that the Applicant Student is a member of a minority religion and  (ii) that the Applicant(parents/guardians) wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.  **and**  \*(b) **evidence from the Applicant** (parents/guardians) to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:-   * **a letter from the relevant religious leader** confirming, that the Applicant Student is a member of the minority religion or * **the signature and stamp of the relevant Church leader on the application form** confirming, that the Applicant Student is a member of the minority religion or * a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.   It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students, who have **siblings** currently enrolled in the School (“Sibling Applicant Students”).  Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the priority category.  Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category. |

In the event that there are two or more students tied for a place or places in any of the selection criteria priority categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

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| Where the number of Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Applicant Students using a selection process.     * oldest children first |

## **What will not be considered or taken into account**

Cavan No 1 NS is oversubscribed based on the pupil teacher ratio set by the Department of Education. It is calculated based on the classrooms which have three classes. The pupil teacher ratio is divided by 3 to get the intake number for each class. Under the current pupil teacher ratio 23:1 it would make a maximum of 7/8 per class.

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:

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| Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:   1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school; 3. a student’s academic ability, skills or aptitude; 4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 6. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;   (other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending 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). |

## **Decisions on applications**

All decisions on applications for admission to Cavan No 1 NS 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 13 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 junior infant 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.

## **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 17 below for further details).

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

In accepting an offer of admission from Cavan No1 NS, 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.

## **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 Cavan No 1 NS where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 9 above.

## **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.

## **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 Cavan No 1 NS 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 only. The school will use this list to fill any vacancies arising during the school year in question only.

Placement on the waiting list of Cavan No 1 NS 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.

## **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.

## **Procedures for admission of students to other years and during the school year**

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| **The procedures of the school in relation to the admission of students who returned application forms within the timeline as set out in the annual admission notice for the year concerned, who are not already admitted to the school to classes or years other than the school’s intake junior infant group are as follows:**    The procedures for sections 3, 4, 5, 6,9 of this policy will be followed.  The decision on applications for admission to Cavan No 1 NS will be based on the following:   * Our school’s admission policy   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.  Applicants will be notified in writing as to the decision of the school. Decisions in relation to applications to the intake group within the timeline set out in the notice will be notified to the applicant within 3 weeks of receiving the application.  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 as stated in sections 4 & 5. |

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| **The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, according to the annual admission notice for the year concerned, are as follows**:  The procedures for sections 3, 4, 5, 6,9 of this policy will be followed.  The decision on applications for admission to Cavan No 1 NS will be based on the following:   * Our school’s admission policy   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.  Applicants will be notified in writing as to the decision of the school. Decisions in relation to applications received during the school year after the closing date set out in the notice for the year concerned will be notified to the applicant within 3 weeks of receiving the application.  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 as stated in sections 4 & 5. |

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

The board of Cavan No 1 NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. 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.

## **Arrangements regarding students not attending religious instruction**

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| Where a parent has a difficulty with their child participating in religious education they must make an appointment to speak with the Principal to discuss the matter. |

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## **Reviews/appeals**

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

The parent 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.

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.

The following wording to be used based on the relevant decision, please ensure to include the relevant timelines particularly for refusals and where a board of management review is required.

**Oversubscription**

As the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission.  This must be requested within 21 calendar days from the date of the decision to refuse admission to the school.  A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>.  You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest).  A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>.  A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

**Reasons other than oversubscription**

As the refusal to enrol is for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended.  You may choose to request a review by the board of management of the decision to refuse admission.  You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school.  A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>.  If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

**Expulsion**

Under 29(1)(a) of the Education Act 1998, as amended you have the right to appeal this decision and can do so by downloading and completing a section 29 appeal form at <https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/#how-to-appeal-if-my-child-has-been-expelled-from-school>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>.  A section 29 appeal must be made no later than 42 calendar days from the date of the confirmation to expel by the board of management.

**Suspension**

Under 29(1)(b) of the Education Act 1998, as amended you have the right to appeal this decision and can do so by downloading and completing a section 29 appeal form at <https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/#how-to-appeal-if-my-child-has-been-expelled-from-school>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>.  A section 29 appeal can be made where the board of management suspends a student for a period or periods totalling not less than 20 school days in a school year.  The section 29 appeal must be made no later than 42 calendar days from the date of the last confirmed suspension.

1. **Ratification and Review**

**This Policy was approved by The School Patron Bishop Ferran Glenfield on: 16/09/2020**

This Policy was ratified and adopted by the Board of Management on **30/05/22,**

**Reviewed: 14/10/24**

and follows guidelines issued by the Patron in respect of admissions. This Admission Policy will be reviewed by The Patron and Board as the need arises and with instruction from the Minister.

**Signed: Edward Lindsay Date:14/10/24**

**Acting Chairperson of the Board of Management**