



Lismullen National School

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ADMISSION POLICY

Ratified: 16th January 2023

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 relevant dates and timelines for Lismullen N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned. This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Lismullen N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath.

"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 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 Lismullen N.S. 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 characteristics of the objectives and conduct of the school.
- (e) Mission Statement and General Objectives of Lismullen N.S.

- 1. To cater to the holistic development of the child in order to enable him/her to live a full life as a child.
- 2. To augment the home in giving the child a sound, moral and Christian education that will give him/her the foundation to contribute positively to society and help him/her live a full and fruitful life.
- 3. To provide a curriculum and a working atmosphere to help each child develop to his/her potential and in this way prepare for further education and lifelong learning.
- 4. To promote a mutually respectful environment where the child is physically safe and happy and where good relationships are fostered between pupils, teachers, parents/guardians and others involved in the running of the school.

3. Admission Statement

Lismullen N.S. 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
- (i) The ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Lismullen N.S will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the council. Lismullen N.S. will comply with any direction served on the board or the patron under section 37A and 67(4) (b) of the Education Act 1998.

All Denominational Schools

Lismullen N.S. is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student 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 student.

- (c) Lismullen N.S. is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

5. 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:

1. Siblings of current pupils (priority to oldest)
2. Children within the parish (priority to oldest)
3. Children from outside the parish (priority to oldest)

If the number of applicants within any of the above categories outnumber the remaining number of school places available the applicants within that category will be prioritised based on age. The remaining school places will be allocated to the applicants within that category beginning with the eldest, and proceeding in descending order of age until all remaining school places have been allocated.

Having prioritised the applicants within any of the above categories by age, if two or more applicants are tied for the last remaining place by virtue of shared date of birth lots will be drawn and verified independently. Where twins are tied for the last available place, both will be admitted by way of exception.

6. What will not be considered or taken into account

- (a) A student's prior attendance at a pre-school or pre-school service, including Naíonraí
- (b) The payment of fees or contributions (howsoever described) to the school
- (c) A student's academic ability, skill or aptitude
- (d) The occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- (f) A student's connection to the school by virtue of a member of his or her family attending or having previously attended the school. Siblings of a student attending or having attended the school (See Selection Criteria 1)
- (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 to 31st January 2025 only)

7. Decisions on Applications

All decisions on applications for admission to Lismullen N.S. will be based on the following:

1. Our school's Admission Policy
2. The school's Annual Admission Notice (where applicable)
3. 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

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 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).

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Lismullen N.S. you must indicate:

1. 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
2. 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 Lismullen N.S. 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.

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 students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

1. An application for admission to the school has been received
2. An offer of admission to the school has been made or
3. An offer of admission to the school has been accepted.

The list may include any or all of the following:

1. The date on which an Application for Admission was received by the school
2. The date on which an Offer of Admission was made by the School
3. The date on which an Offer of Admission was accepted by an applicant
4. A student's personal details including his or her name, address, date of birth and personal public services number (within the meaning of Section 262 of the Social Welfare Consolidation Act 2005).

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 students whose applications for admission to Lismullen N.S. 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 Lismullen N.S. 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.

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 students 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.

No decisions will be made on late applicants until the Board of Management has processed all the applicants received within the timeframe set out on the Admissions Notice. Late applicants will be offered a place if there is a 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 12.

14. Procedures for Admission of Students to Other Years and during the School Year

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

1. Parents are required to submit a separate completed application with Birth Cert and utility bill in respect of each child.
2. The Principal will process the application and determine whether there is a school place available at the desired class level.
3. The Principal will issue a decision to the parents within 21 days of receipt of application.
4. Parents are required to accept the offer of a school place within 10 days.
5. If the applicant is unsuccessful in their application the applicant will be placed on the Waiting List (in accordance with the selection criteria outlined in section 5 above).
6. The maximum number of pupils in classrooms 1 to 10 is 32. The maximum number of pupils in classrooms 11 and 12 is 22.

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 are

1. As above

15. Declaration in Relation to the Non-charging of Fees

This rule applies to all schools.

The board of Lismullen N.S. 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

16. Arrangements Regarding Students Not Attending Religious Instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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 school will make every effort to accommodate children whose parents do not wish them to receive religious education. Presently we have no spare room available so the children will be given curricular work to do in the classroom while the other children are receiving religious education. This approach has worked well in the past and parents and teachers have been happy at how it has worked.

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

17. 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.

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.

Review date:

Signed _____ Chairperson, Board of Management

Signed _____ Principal

Date _____

It will be reviewed as requested.