



Polasaí Iontrála/Admissions Policy

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 22nd May 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 Gaelscoil Faithleann 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.

Characteristic spirit and general objectives of the school

Gaelscoil Faithleann is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Kerry.

“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: the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and including the intellectual, physical, cultural, moral and spiritual aspects; 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; 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 Gaelscoil Faithleann 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,



Gaelscoil Faithleann

Uimhir Rolla 19941 I

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Guthán: 064 6634930 Ríomhphost: oifig@gsfaithleann.ie



social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

“ Aoibhinn beatha an scoláire,
‘bhíos ag déanamh a léighinn
Is follas díbh, a dhaoine “
Gurab dó is aoibhne in Éirinn.”

“ Lovely the life of the scholar;
Diligently learning,
You know well, good people
His is the sweetest lot in Erin.”

Is mian linn gur áit í an scoil seo ina mbeadh an fócus ar fhorbairt mhórálta, spioradálta, fhisiciúil, acadúil, aestéiticiúil agus chultúrtha gach páiste. Is mian linn é seo a fheiscint ag tárlú in atmasféar chomh-chomaoineach ina mbeadh na daltaí, na múinteoirí, na tuismitheoirí agus baill an bhoird bainistíochta ag obair le chéile go sásta agus go sabháilte i spiorad mhisniúil dhíograiseach agus iad ag céiliúradh agus ag glacadh le h-ilghnéitheacht. Tá súil againn go mbeidh na daltaí in ann a rá go raibh spórt agus scléip acu agus iad ar scoil. Tá sé mar aidhm i nGaelscoil Faithleann a bhfuil de mhaitheas i ngach páiste a chothú agus a thabhairt chun foirfeachta agus gach páiste a chur ar thóir na maitheasa sa tsaol atá thart air /uirthi.

We wish for this school to be a place where the focus remains on developing the moral, spiritual, physical, academic, aesthetic, and cultural aspects of each individual pupil. This we envisage occurring in an atmosphere of mutual respect where all members of the school 4 Gaelscoil Faithleann community; pupils, staff, parents, and members of the Board of Management feel happy and secure working in a spirit of encouragement and enthusiasm while recognising and celebrating diversity. As adults we hope that the children will remember their days at school with happy memories where learning was fun. Our educational objective at Gaelscoil Faithleann is to foster and bring to perfection what is best in the individual child and to inspire him to pursue what is excellent in the world around him.

“SÍ TEANGA BHINN ÁR SINSEAR Í, AN CHAINT IS MILSE GLÓR”

Toisc gur Gaelscoil í, tá sé mar pholasaí go mbeadh an Ghaeilge I gcónaí I dtimpeallacht an pháiste, go mbeadh sí mar mhodh muínte sa scoil agus mar mheán macnaimh agus cumarsáide. Ins na h-ardranganna ba chóir go mbeadh sé chomh nadúrtha dos na daltaí an Ghaeilge a úsáid agus atá sé béal a úsáid I dtimpeallacht na scoile.

Admission Statement

Gaelscoil Faithleann will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,



- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

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.

Gaelscoil Faithleann 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

- Gaelscoil Faithleann 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.
- Gaelscoil Faithleann 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.



Categories of Special Educational Needs catered for in the school/special class

At present Gaelscoil Faithleann does not have a SEN class and is not a Special School

Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 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

Gaelscoil Faithleann is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

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:

Insert selection criteria here:

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest.*
2. *Applicants of siblings of past pupils, priority eldest.*
3. *Applicants of siblings of school staff, priority eldest.*
4. *Children who have a level of fluency that one would expect of a child, who uses Irish as a means of communication in a non-educational setting taking into consideration any special needs of the child and their age **and** the expectation that the level of fluency would regress should the child not be afforded a place in an all-Irish educational setting, priority eldest. **It is at the discretion of the parent/guardian to present evidence of fluency to the Board of Management with their application.***



The Board of Management strongly recommends that a child will have reached their 4th birthday by June 30th of the year they wish to be enrolled.

In the event that there are two or more students 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:

1. Priority to eldest in accordance with the above criteria- AGE and time of birth if two children
2. By lottery, independently verified and taking place in the school. This lottery will be done by Principal and Deputy Principal with a Peace Commissioner or a member of An Garda Síochána present.

What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naónraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student'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 which applies to Gaelscoil Faithleann.
- (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; (other than in the case of applicants with siblings currently enrolled, as per criteria)



(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).

Decisions on applications

All decisions on applications for admission to Gaelscoil Faithleann 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.

Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

Acceptance of an offer of a place by an applicant



In accepting an offer of admission from Gaelscoil Faithleann 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 Gaelscoil Faithleann 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 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 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.

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—

- (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 student'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).

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 Gaelscoil Faithleann 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 Gaelscoil Faithleann 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.

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.

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:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis.

Applications for classes other than infants

(a) *Newly registered children may be accepted in classes other than junior infants:*

- i. *If there is a space available in the class and the provision of information concerning attendance and the child's educational progress.*
- ii. *And if, in the opinion of The Principal, the child's fluency in Irish is sufficient to let her/him take part in the class and learn and let other pupils communicate with her/him in Irish.*

(b) *Applications for places in classes other than Naónáin Bheaga must be submitted in writing to The Principal. The decision to accept a child in any other class other than Junior Infants is made by the Principal.*

All further applications will be dealt with by the principal.

The school reserves the right to contact the present school of the applicant to discuss the application and the level of fluency in Irish in particular upon offer of enrolment.

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 as follows:

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 Gaelscoil



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Faithleann 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 Gaelscoil Faithleann 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.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 10th of the year of enrolment.

Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of Gaelscoil Faithleann 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

Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

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

Reviews/appeals

Review of decisions by the board of Management



The parents/guardians 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 parents/guardians of 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.



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The policy was ratified by the Board of Management of Gaelscoil Faithleann on May 20th 2020. The policy was reviewed following a directive from The Department of Education in relation to co-operating with the NCSE in December 2022 and the review was ratified by The Board of Management on January 9th 2023.

Signed: **Máire Ní Riain**

Cathaoirleach den Bhord Bainistíochta 2023-2027

Chairperson, Board of Management. 2023-2027

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron on January 6th 2021.

The policy was further approved by St. Senan's Education office on January 24th 2023.

*Official
Stamp*



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Appendix (1)

An Fhoirm Iontrála Enrolment Application Form Gaelscoil Faithleann 2024- 2025

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides)

Eircode - _____

Name and class of Sibling(s) currently enrolled and classes that they are in in

_____.
_____.

Name of Sibling(s) formerly enrolled and year they left the school;

_____.
_____.

Parent(s)/Guardian(s) Details:

1. Name: _____ [] Parent [] Custodian []

Legal Guardian

Address:



Gaelscoil Faithleann

Uimhir Rolla 19941 I

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Home Tel. _____ Mobile _____ Email. _____

2. Name: _____ [] Parent [] Custodian []

Legal Guardian

Address:

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____

Date: _____

Completed enrolment applications must be returned to **Gaelscoil Faithleann, Cill Airne** no later than **Feabhra /February 6 th 2024**.

Faighte ag an scoil ar an _____

Appendix (2)

Enrolment Registration Form (ONLY ONCE A PLACE HAS BEEN OFFERED)



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This form should be used to obtain

- SEN information
- Emergency contact details
- Medical details
- Birth/Baptismal Certificates
- Guardianship/custody/access arrangements (please refer to the guardianship information sheet that can be found in the resources section of www.stsenansed.ie).
- Other information sought by the school