

# Admission Policy of Crecora National School

School Address: Crecora, Co. Limerick

School Website: [www.crecoranationalschool.ie](http://www.crecoranationalschool.ie)

Roll number:17101A

School Patron: Bishop Leahy

## 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 21<sup>st</sup> April 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 Crecora National School 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

Crecora National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Crecora National School 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.

### **Mission/Vision Statement**

Crechora National School is a co-educational parish Catholic primary school, under the patronage of Bishop Brendan Leahy. We strive to provide a harmonious, secure and caring environment in which the intellectual, spiritual, physical, moral and cultural, social and emotional needs of the pupils are identified and nurtured. We are an inclusive school. We promote a positive ethos and learning environment whereby all pupils, including those with special educational needs, feel welcome and experience a sense of community and belonging. Our school promotes a Catholic ethos, and while we warmly welcome children of all faiths and beliefs or of none, we aspire to provide an environment where Christian values are fostered and our Catholic ethos is endorsed to the full.

We are proud of our warm and welcoming learning environment where pupils, staff and families demonstrate a mutual respect in valuing the contributions each make to the success of our school. We believe that the best results come from pupils, parents and teachers working together. We continually work as a committed team to ensure our children are equipped for the problems of today and the challenges of the future. We welcome and encourage parents as partners in our school and we aim to foster a sense of community between management, teachers, parents and pupils.

Crechora National School will strive to promote both individually and collectively the personal and professional development of staff within a collaborative and collegial setting. Our school hopes to nurture an open, transparent and caring environment among all involved in its work and encourages all members of our school community to foster a positive and affirming attitude towards work within the school. We all want a school that our pupils, parents, staff and management are proud of, committed to and where all have an opportunity to contribute, learn and grow.

### **Admission Statement**

Crechora National School 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.

Crecora National School 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.*

### **3. 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

Crecora National School 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.*

### **4. 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 whose fourth birthday is on or before 1<sup>st</sup> September in the calendar year in which they commence school, priority eldest.
2. Children of staff members, whose fourth birthday is on or before 1<sup>st</sup> September in the calendar year in which they commence school, priority eldest.

3. Children whose homes are in the following townlands in the vicinity of Creora National School and whose fourth birthday is on or before 1<sup>st</sup> September in the calendar year in which they commence school, priority eldest.

Ashfort  
Attyflin  
Badgersfort  
Ballinroche  
Ballinveala  
Ballycahane Lower  
Ballcahane Middle  
Ballycahane Upper  
Ballygeale  
Ballymurphy  
Ballyregan  
Ballyshane  
Ballyveelish  
Bawnacouma  
Bettyville  
Cloughacloka  
Dooneen  
Dooneen South  
Dromloughan North  
Fearoe  
Fortetna  
Glebe  
Greenhills  
Greenmount  
Jockeyhall  
Kilderry  
Killanahan  
Kilpeacon  
Lemonfield  
Logavinshire  
Marlbrook  
Maryville  
Newtown  
Richmondvilla  
Rockfield  
Rootiagh  
Shanaclogh  
Skehanagh  
Tonbaun

4. Siblings of past pupils (within the last five years), whose fourth birthday is on or before 1<sup>st</sup> September in the calendar year in which they commence school.

5. If there is still availability after fulfilling all the above criteria, places will be allocated to the next oldest children with an application on file.

The Board, at its absolute discretion, reserves the right to set other, or alter the above criteria. The Board of Management strongly recommends that a child have reached his/her fourth birthday before 31<sup>st</sup> March in the calendar year in which they commence school.

## 5. What will not be considered or taken into account

- (a) 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 student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
- (I) an early intervention class, or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a student's academic ability, skills or aptitude; (other than in relation to:
- admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
  - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (d) the occupation, financial status, academic ability, skills or aptitude of a 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 the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 6. Decisions on applications

All decisions on applications for admission to Crecora National School 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.

## 7. 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).

## 8. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Crecora National School 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.

## 9. 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 Crecora National School 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.

## 10. 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).

## 11. 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 Crecora National School 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 Crecora National School 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.

## **12. 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.

## **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 but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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 Crecora National School 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 Crecora National School 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.

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

The board of Crecora National School 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.

## 15. 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.

## 16. 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)

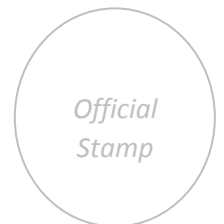
Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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.

**The policy was ratified by the Board of Management of Crecora National School on 31<sup>st</sup> March, 2020.**

Signed: \_\_\_\_\_ Chairperson, Board of Management

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





**Crecora National School**

**Pre-enrolment Application Form**

School phone no 061 355228

Address: Crecora, Patrickswell, Co. Limerick

Principal: Catherine Tobin

Chairperson of Board of Management: Pat Hanley

Email: secretarycrecorans@gmail.com

Name of Applicant: \_\_\_\_\_

Gender:      Male              Female

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode \_\_\_\_\_

Name of parish in which applicant resides \_\_\_\_\_

Names of:              [Parents] [Guardians] [Legal Guardian]

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. Home \_\_\_\_\_

Tel. Home \_\_\_\_\_

Tel. Mobile \_\_\_\_\_ Tel. Mobile \_\_\_\_\_

Tel. Work \_\_\_\_\_ Tel. Work \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Year of entry

To Crecora NS \_\_\_\_\_

Intended class: \_\_\_\_\_

Names of siblings attending Crecora National School at present:

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Names of siblings who attended Crecora National School within the last 5 years:

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**COMPLETED PRE-ENROLMENT APPLICATION FORMS MUST BE RETURNED TO CRECORA NATIONAL SCHOOL BY 6<sup>TH</sup> JANUARY 2021**

**BY 12 NOON.**



## Creora National School

### APPLICATION FOR ADMISSION OF NEW PUPILS

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Dept at individual pupil level on a live system. This information will be used to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. The database will hold data on all primary school pupils. The database will also contain, **on an optional basis**, information on the pupil's religion and on their ethnic or cultural background. The data required for POD is marked with an **asterisk \*** and will only be uploaded to POD **if your child is enrolled**. All other data we need for the efficient running of the school. **In order to assist with the gathering of data please complete the form in CAPITAL LETTERS and return to the school. This form will be retained by the school.**

\* Pupil First Name: \_\_\_\_\_ \*Pupil Surname: \_\_\_\_\_

\* Birth Cert First Name (if different from above)

\* Birth Cert Surname (if different from above)

\_\_\_\_\_

\_\_\_\_\_

\* Pupil Address: \_\_\_\_\_

Eir Code \_\_\_\_\_

\* Date of Birth: \_\_\_\_\_ \*PPSN \_\_\_\_\_ \* Gender Male [ ] Female [ ]

\* Mother's maiden name \_\_\_\_\_ \* County \_\_\_\_\_ \*Nationality \_\_\_\_\_

\*Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English Yes [ ] No [ ]

● Religion \_\_\_\_\_

Do you consent to uploading data relating to religion to POD Yes [ ] No [ ]

**\* To which ethnic or cultural background group does your child belong (please tick one)?**

White Irish [ ] Irish Traveller [ ] Roma [ ] Black African [ ]

Any other White Background [ ] Any other Black Background [ ] Chinese [ ] Any other Asian background [ ] Other (inc. mixed background) [ ]

Do you consent to uploading data relating to ethnicity to POD Yes [ ] No [ ]

The following information is required for the efficient running of the school and will not be uploaded to POD

E-mail: \_\_\_\_\_

Previous School attended if applicable \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Father's Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Work number

Work number

The school should be made aware of any court order which affects your child's welfare and also the name of any person into whose custody, the child should not be given.

Does any legal order under family law exist that the school should know about? Yes: No

If you have ticked Yes, please supply the school with any necessary legal documents outlining such arrangements.

We give permission for our child to be tested by the Special Education Teacher, should the need arise? Yes: No

Medical History (including any relevant reports assessments) :

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Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_

Doctor Name & Phone Number: \_\_\_\_\_

If Parent(s)/Guardian(s) not available, please contact:

\_\_\_\_\_

Please make the school aware as early as possible of any family situation such as bereavement, or separation that could impact on your child, so that we can be as supportive as possible.

Does your child have any special educational needs? Yes: No

Please give details \_\_\_\_\_

Does your child attend any outside agencies e. speech therapy, occupational therapy, psychiatric services, CAMHS, St. Gabriel's centre? Yes: No

Please give details \_\_\_\_\_

Any previous school attended: \_\_\_\_\_

Reason for leaving that school \_\_\_\_\_

Please answer YES or NO to the following (*please circle as appropriate*):





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Date: \_\_\_/\_\_\_/\_\_\_

Please return to: The Principal, Creora National School, Creora, Patrickswell, Co. Limerick

V94 P5CO