**Admission Policy of Holy Family School.**

**Address : Baker’s Road, Charleville, Co. Cork.**

**Roll number: 19433m**

**School Patron : St. Josephs’ Foundation, Charleville.**

## **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 September 23rd 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 Holy Family School’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.

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

Holy Family School is committed to developing each child to the best of his/her ability, to enriching each child’s life by promoting and fostering social and personal development, to promoting moral growth and formation in co operation with parents and in light of it’s Catholic ethos, and to ensuring that each child will grow to her/his maximum physical potential by promoting physical development and co ordination.

## **Admission Statement**

Holy Family School 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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| **Special schools**  Holy Family School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified. |

## **Categories of Special Educational Needs catered for in the school.**

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| Holy Family School with the approval of the Minister for Education and Skills, provides an education exclusively for students with 1. A general Moderate Learning Difficulty. 2. A Severe/Profound learning difficulty. 3.An autistic spectrum disorder coupled with one of the categories at 1, and 2 above. 4. Complex medical needs. |

## **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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| **Special School**  Holy Family School provides an education exclusively for students with a General Moderate Learning Difficulty, a Severe/Profound Learning Difficulty, an Autistic Spectrum Disorder coupled with one of 1 or 2 above, or Complex Needs, and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.  **Eligibility for enrolment**  The following conditions must be satisfied in order for an application for enrolment to be considered:   * An application form must be completed and submitted to the Principal, accompanied by one of the following (a) an ASD diagnostic report together with a cognitive assessment report indicating a General Moderate Learning Difficulty, or a Severe/Profound Learning Difficulty for admission to an ASD class. (b) A cognitive assessment report indicating a General Moderate Learning Difficulty for admission to a GMLD class, or (c) a cognitive assessment report indicating a Severe/Profound Learning Difficulty, for admission to an SPLD class.   All cognitive assessment reports submitted for the purpose of admission to the school, must also include a recommendation from the report author, for enrolment in a Special School   * Applications will be accepted between October 1st and December 31st inclusive, of the school year preceding the year of potential enrolment. * The prospective pupil must be aged at least 4 years and no more than 17 years on September 1st of the year of enrolment. * All reports (Psych. Psychiatric, SLT, Physio and behavioural )must be made available to HFS prior to the child being accepted for admission to HFS. * Signed consent for ALL reports (psychological, Psychiatric, O.T., SLT., Medical, privately accessed therapeutic etc) MUST be made available to Holy Family School in order to assist in determining the most appropriate placement. * For entry to a class of pupils with GMLD a cognitive assessment must have been carried out, at most, 2 years before date of enrolment. The assessment must yield a standardised score, detailed on the report, and must indicate a GMLD ie IQ score between 35 and 50, and must include a recommendation for enrolment in a Special School. This should be submitted with application during the application acceptance window (October 1st – December 31st of the school year prior to enrolment ) * For entry to a class of pupils with SPLD class a cognitive assessment report, indicating a severe/profound learning difficulty, completed, at most, 2 yrs before date of enrolment will be required, and must include a recommendation for enrolment in a Special School. This should be submitted with application during the application acceptance window (October 1st – December 31st of the school year prior to enrolment ) * For entry to a class of pupils with an ASD a diagnostic assessment report indicating ASD should be submitted together with a cognitive assessment report indicating a GMLD or SPLD, and a recommendation for enrolment in a Special School. This documentation should be submitted with application during the application acceptance window (October 1st – December 31st of the school year prior to enrolment ) * Admission to a class of pupils with Complex Medical Needs will be at the discretion of the Admissions Comittee .      * A medical report must be completed GP for all pupils accepting a place , and submitted by March 1ST of the year prior to entry   In the case of a cognitive assessment report not indicating conclusively the specific level of functioning i.e. either GMLD or SPLD, the admissions committee (in consultation with parents and relevant members of MDT) will decide on the most appropriate class placement for the pupil i.e. GMLD or SPLD.  Where a pupil is on the Autistic Spectrum, ASD will be viewed as the primary diagnosis and the pupil placed in an ASD class. An exception may be made where the admissions committee recommend placement in an alternative class should there be a place available.  Following enrolment in Holy Family School, should it become apparent that the class in which the pupil has been placed does not meet his/her needs, he/she may be referred to the admissions committee for review. Following formal review by psychologist, the admissions committee, taking review into account, may decide on an alternative placement. Should a review indicate a level of functioning outside of Holy Family School designation parents will be required to seek an alternative, appropriate placement for their child. |

## **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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| In the case where the number of applications in a given year for a particular class designation (i.e. SPLD, GMLD ,ASD, or Complex Medical Needs ) is in excess of the number of places, the following will apply:   * In the first instance places will be allocated to existing pupils of Holy Family School, who, following further formal assessment, require placement in a class of a different designation and who continue to fulfil the enrolment criteria, dependent on there being a place in the designated class group (ie GMLD, SPLD ,ASD, OR Complex medical needs) * Secondly, places will be offered to siblings of existing pupils who fulfil the enrolment criteria. A pupil must have completed at least one full school year in Holy Family School before a sibling can be offered this type of place, dependent on there being a place in the designated class group ( i.e. GMLD,SPLD,ASD, or Complex Medical Needs ) * Thirdly, following movement of existing pupils to new classes at end of year prior to new entrants being admitted, places will be offered according to availability in a particular class, i.e. Red 1-4, Blue 1-4, Yellow 1-7, and Complex Medical Needs Class, dependant on the prospective pupil fulfilling the criteria for enrolment in that particular class. Having fulfilled the criteria for enrolment in the particular class designation (i.e. GMLD, SPLD, ASD, Complex Medical Need ), for admission to each class in each designation, the prospective pupil must have a date of birth the same as or between the Date of Birth of the youngest pupil designated for that class for the year of prospective enrolment, and the eldest child designated for that class for the year of prospective enrolment. * Fourthly, places will be offered to prospective pupils who reside no more than a 40km distance by shortest road route (as determined by Google Maps ), , dependent on there being a place in the designated class group ( i.e. GMLD,SPLD,ASD, or Complex Medical Needs. ) * Fifthly , places will be offered to children of staff members, who fulfil the enrolment critera, , dependent on there being a place in the designated class group ( i.e. GMLD,SPLD,ASD, or Complex Medical Needs. ) |

Having applied these selection criteria,and in the event that there are two or more students tied for a place or places (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

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| **The Board of Management of Holy Family School, in the knowledge that all applicants who fulfil the criteria for enrolment will benefit from a place in the school, will use it’s best endeavours, to allocate the final places in as fair and reasonable a manner as possible. Therefore once the criteria in 6 above have been exhausted and there is still a tie for a place or places :**  **The remaining places will be offered on the basis of random selection.**  **This process will be overseen by an independent overseer (eg Commissioner for oaths).**  **Names for that year will be kept on a waiting list, and should a place or places arise in the course of the academic year, will be allocated according to the class in which the place is available. Should there be more than one applicant on the waiting list who fulfil the enrolment criteria for a place in that class, the place will be offered on the basis of random selection as above.**    **The Board of Management has nominated an Admissions Committee which it may request to convene, in order to discuss any issue related to admission to the school. The Admission Committee shall comprise : Chairperson BOM, Principal, Deputy Principal, Psychologist to Holy Family School, and the three most senior teachers in each designation.**  **The decision of the Board of Management in relation to admissions to the school is final.** |

## **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:

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| 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;   (other than in relation to:   * admission to (a) a special school , insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.  1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 3. 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 school.   1. 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 Holy Family School will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice.
* 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](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from Holy Family 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.

## **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 Holy Family School 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 10](#_Acceptance_of_an) 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 Holy Family 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 Holy Family 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.

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 are not already admitted to the school to classes or years other than the school’s intake group are as follows: Should there be capacity to admit such pupils, and should they fulfil all other admission criteria contained herein, they will be admitted in the same manner as all other applicants. |

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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, are as follows: Should there be capacity in a class that is commensurate with the prospective pupils age and profile, they will be admitted in the same manner as all other applicants |

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

This rule applies to all schools.

The board of Holy Family School 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.

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

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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:  An arrangement will be made by the Principal for the pupil to join another class in the school for the duration of the religious instruction class. This will be done in consultation with the parents/Guardians. |

## **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.