



Admission Policy of Ballydesmond National School

School Address: Ballydesmond, Mallow, Co. Cork

School Website: www.ballydesmondns.ie

Roll Number: 14014N

School Patron: Bishop Ray Browne, Diocese of Kerry

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 11th 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 Ballydesmond 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

Ballydesmond National School 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:

- (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 Ballydesmond 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 Statement:

Ballydesmond National School, under the patronage of the Catholic Bishop of Kerry, strives to provide high quality education for all children enrolled in our school. Our staff work tirelessly to make the school a centre of excellence in which high professional standards are maintained and where pupils learn in a safe and happy environment. Our school is a learning community where we promote and value lifelong learning for all, including staff. We celebrate the uniqueness of each child as expressed in each child's personality, intelligence and potential for development. Our school seeks to nurture the child in all dimensions of his or her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical.

Aims:

Our curriculum delivery aims to enable each child to realise his or her potential as a unique individual, developing as a social being through living and co-operating with others and so contribute to the good of society. We seek to cherish and challenge children in a safe, secure and attractive learning environment. We aim to provide quality learning experiences that are engaging, enriching and enjoyable through a broad, balanced and relevant curriculum.

Ethos:

Prayer is a core feature of the school day. Our pupils are prepared for the reception of the sacraments of Reconciliation, First Eucharist and Confirmation, in accordance with the arrangements in the Kerry Diocese. We, as a staff wish to instil in the children a sense of appreciation of the deep sense of heritage in their own traditions and locality. We wish to see kind, well-rounded, self-confident, respectful and co-operative pupils.

Ballydesmond National School is a warm and welcoming place, respectful and accommodating of diversity in race, culture, religion, gender and ability. We strive to provide an inclusive environment that is responsive to the needs of all our pupils. We aim to promote equity in all areas and to provide extra support for any child with additional needs. We value most highly the close relationship we have forged with both our parent body and the local community. We will strive to continue to foster these partnerships with the common goal of strengthening the hearts and minds of future generations of our parish).

3. Admission Statement

Ballydesmond 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.

Ballydesmond 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.

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

Ballydesmond National School is a Mainstream Primary School with no special class or special unit attached to it.

Our school's current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

5. 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

All denominational schools

Ballydesmond NS 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.



6. 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. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. Children residing in the parish, priority eldest;
3. All other applicants

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

7. 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
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills 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;(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.

8. Decisions on applications

All decisions on applications for admission to Ballydesmond National 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake 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.

9. 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).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ballydesmond 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.

11. 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 Ballydesmond 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.

12. 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).

GDPR – All information collected in the school's admission form is for school administration, the Department of Education Primary Online Database, the HSE and Tusla unless otherwise stated.

13. 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 Ballydesmond National 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 Ballydesmond 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.

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Deputy Principal: Ella O Sullivan
Assistant Principal: Niamh Cronin
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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.

14. 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 12.

15. 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 Ballydesmond 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 Ballydesmond 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.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 1st September of enrolment year.

16. Declaration in relation to the non-charging of fees

The board of Ballydesmond 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.

17. 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:

Ballydesmond National School Policy:

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.

18. 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 Ballydesmond National School.

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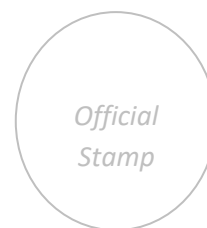
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Signed: _____

Chairperson, Board of Management

Date: _____

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



Appendix (1)

Enrolment Application Form

Principal: Pat Neenan
Deputy Principal: Ella O Sullivan
Assistant Principal: Niamh Cronin
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Ballydesmond National School

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of sibling(s) currently enrolled: _____

Parish in which the applicant resides: _____

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to **Ballydesmond National School** no later than 10th February in the year of enrolment.

Appendix (2)

Enrolment Registration Form

This form should be used to obtain

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- 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

Enrolment Registration Form

Section 1:

Since September 2014, all schools are required to enter the data in section 1 of this form onto the Primary Online Database {P.O.D.}. A full outline of the data requested, the reasons for collecting each piece of data, and how the data will be used, access, stored, shared and retained is given in the P.O.D. Fair Processing Notice available on the P.O.D. area of the Department's website.

Child's Details

Child's First Name:	
First Name as on Birth Certificate (if different from above):	
Child's Surname:	
Surname as on Birth Certificate (if different from above):	
Gender:	
Child's P.P.S. Number:	
Nationality:	
Date of Birth: (Please provide a copy of your child's birth certificate)	
Child's Address:	
*Eircode: _____	

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Mother's Details

Name:	
Maiden Name:	
Occupation:	
Mobile Number:	
Work Number:	
Landline:	
Nationality:	
Email:	
Language spoken at home:	

Father's Details

Name:	
Occupation:	
Mobile Number:	
Work Number:	
Landline:	
Nationality:	
Email:	
Language Spoken at home:	

Religion:

What is your child's religion?	
Place of baptism (If applicable): (Please provide a copy of your child's Baptismal Certificate)	

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I consent/I do not consent (delete as appropriate) for the information regarding my child to be stored on the Primary Online Database (P.O.D.) and transferred to the Department of Education and Skills and any other primary school my child may transfer to during the course of their time in primary school.

Signature of Parent/Guardian: _____

Section 2: (The following information is for school use only)

Number of Children in the family:	
Place in the family:	
Has your child attended pre-school? If so, where?	
Is your child right or left handed?	
Name and telephone numbers of contact persons in the event of emergency: If you wish to add more please feel free to do so on the reverse of this sheet.	Name: Number: Relationship to the child: Name: Number: Relationship to the child:
Family Doctor:	Name: Address: Telephone Number:
Do the school have permission to bring your child to the doctor or hospital in the case of an emergency?	Yes: _____ No: _____
Name of persons (other than parents) who have permission to collect your child from school: Please inform the school of any changes	

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<p>throughout the year</p>	
<p>Any allergy or illness including hearing, sight, physical or any other special needs:</p> <p>Please speak to school Principal/Class teacher if any special provisions are to be made for children with special educational needs before entry to school</p> <p>Please provide reports and attendance from former schools (where applicable)</p>	
<p>Has your child ever had a psychological assessment? (If yes, please provide a copy to the school)</p>	
<p>Has your child ever received a speech and language report? (If yes, please provide a copy to the school)</p>	
<p>During your child's time in our school, it may be necessary to carry out diagnostic testing on an individual basis in order to help them in their educational development.</p> <p>I/We give permission for any necessary diagnostic tests to be carried out on our child.</p>	<p>Parent's Signature:</p> <hr/>
<p>I/We give permission for family details to be given to the H.S.E. (School Nurse, Dentist)</p>	<p>Parent's Signature:</p> <hr/>
<p>I/We will take part in the school's book rental scheme. (At a cost of €2 per book in Infant classes, this may change as your child gets older)</p>	<p>Parent's Signature:</p> <hr/>
<p>Declaration:</p> <p>I/We declare that all the information provided by us on this form is correct. We understand that it</p>	<p>Parent's Signature:</p> <hr/> <p>Parent's Signature:</p> <hr/>

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will be treated confidentially.

This section is to be completed if you are applying for your child to be transferred from another school:

Name of school your child is currently attending:	
Address of school?	
Phone number of school:	
Principal:	
Class your child is currently in:	
Name of class teacher:	
Reason for applying for transfer:	



School Social Media/Website Picture & Video Permission Form

Please fill out and sign the appropriate statement (a or b) to either give or to decline permission to use pictures/videos of your child(ren) on the school website, social media and remote learning accounts.

*Pictures / Videos may include school / class project work, art work, sport & activities, competitions, awards, plays etc.

A) To GRANT permission to use your child(ren)'s pictures/ videos:

I _____ (print your name) **GRANT** permission for Ballydesmond National School to use pictures/videos of my child(ren)

_____ (print children's name) on the school social media account(s), remote learning accounts and school website.

Signed: _____

Date: _____

B) To REFUSE to grant permission to use your child(ren)'s pictures/ videos:

I _____ (print your name) **REFUSE** to grant permission for Ballydesmond National School to use pictures/videos of my child(ren)

_____ (print children's name) on the school social media account(s), remote learning accounts and school website.

I state that I have the right to refuse this permission as I am the child's parent or legal guardian.

Signed: _____

Date: _____

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