

## **Admission Policy of Monagea National School**



**School Address: Monagea, Newcastle West, Co. Limerick, V42VW74.**

**Roll number: 09401Q**

**School Patron/s: Bishop Brendan 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 18<sup>th</sup> December 2022. 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 Monagea NS 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**

Monagea NS 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 Monagea NS 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.

Together with the Board of Management, the parents and the parish community, we provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church. We have adopted the ‘Grow in Love’ programme, the recommended approaches to religious education for the reception of the sacraments of Penance, Holy Communion and Confirmation. We promote the formation of the pupil’s Catholic Faith in a manner that is welcoming to and inclusive of the presence of pupils committed to other religious traditions.

Our Christian ethos also permeates the school day through our actions, attitudes and practices:

- We provide opportunities for prayer, the celebration of liturgy and the sacraments.
- We strive to create a learning environment where every child is encouraged and enabled to develop to their full and unique potential as human beings.
- We seek to form pupils who will unselfishly use their gifts for the common good and are committed to work for a more just and caring society.
- We provide a welcoming and inclusive community that is respectful and tolerant of all religious traditions and beliefs.

Our School is committed to helping each child reach his/her full potential. Our aim is to promote the spiritual, academic, social, physical, creative and emotional development of all the pupils in our care. We want to give the children a sense of self-worth and value of themselves. Also we hope to lead the children into having a respect for all that share the community with them. Achievements of these aspirations by the school require the help and co-operation of the pupils, parents and teachers.

Monagea NS 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

- Monagea NS 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.
- Monagea NS 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.

#### **All Denominational Schools**

- Monagea NS is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it refuses to admit as a student a person who is not it is proved that the refusal is essential to maintain the ethos of the school.

#### **School with special education class(es)**

- Monagea NS is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

##### **(a) In the case of a mainstream school with a SEN class attached**

Monagea NS with the approval of the Minister for Education, has established a class to provide an education exclusively for students who are deaf/hard of hearing.

#### 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***

Monagea NS is a Catholic School and may refuse to admit as a student a person who is not of Catholic Religion where it is proved that the refusal is essential to maintain the ethos of the school.

##### ***School with special education class(es)***

The special class attached to Monagea NS provides an education exclusively for students who are deaf/hard of hearing and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

#### 6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

**Criteria:**

- Children residing in the parish, priority eldest (confirmed with a utility bill)
- Brothers and sisters of children attending school presently, including stepsibling's resident at the same address, priority eldest
- Children enrolling into special classes
- Children of staff members, priority eldest
- Children of past pupils, priority eldest
- The remainder of applicants will be allocated places based on their age; priority eldest

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:

The children's names will be inserted into a lottery. The first child's name pulled out will get a place in the school. The lottery will be independently verified by the principal, a staff member and a member of the Parents Association.

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**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, 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;

- (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, 1) siblings of a student attending or having attended the school or (2) parents of a student having attended the school.

In relation to (2) parents having attended, a school may only apply this criteria 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

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## 8. Decisions on applications

All decisions on applications for admission to Monagea NS 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 17 below for further details).

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

In accepting an offer of admission from Monagea NS 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 Monagea NS 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).

### **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 Monagea NS were unsuccessful due to the school being oversubscribed will be compiled.

Placement on the waiting list of Monagea NS 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.

### **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 13.

## **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:

The Board of Management reserves the right to determine the maximum number of children in

each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational/behavioural needs
- Health and Safety

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 reviewed on a case-by-case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

In the event that there are more applications than places available, the waiting list will be prioritised using the enrolment criteria stated in section 6.

Each class will have an individual waiting list. The waiting list will be in operation from the date of notification of refusal to enrol until the 30th of September of that

year. After the 30th of September, the waiting list will be disbanded and parents, who wish to, are asked to apply again for the following academic year.

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

The board of Monagea NS 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**

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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

These children will remain in the classroom and work independently on another subject area while religious instruction is taking place.

## **18. 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.

The policy was ratified by the Board of Management of School name on Date.

Signed: Pat Harnett, Chairperson, Board of Management  
7/9/2023

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



## Appendix 1

### **Enrolment of a Child with Special Needs**

On enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

## **Appendix 2**

### **Enrolment Procedure for the Special Class for Deaf/ Hard of Hearing**

Monagea NS has a special class which caters for children who have a diagnosed hearing loss that causes serious educational disadvantage for the student. To gain admission to the DHH class, the student's diagnosed hearing loss must be their predominant barrier to accessing the school's curriculum. Students must have previously been assessed by a qualified audiologist or audiological scientist and subsequently diagnosed with a mild, moderate, severe, profound or progressive hearing loss.

The maximum enrolment in the class is seven pupils and the class is staffed by a full-time qualified Teacher. SNA support is also provided. The special class caters for pupils from Junior Infants to Sixth Class. These children will integrate with their hearing peers, when and where appropriate during the school day; in order to prepare them for a hearing world whilst also incorporating Deaf culture in the school, thus promoting inclusivity. Successful integration is dependent on the close co-operation and collaboration of the whole school staff.

The base classroom is an acoustically friendly environment and is fitted with assistive listening technology which is used by pupils and teachers to provide for pupils' individual listening needs. Mainstream classes are also fitted with assistive technology for integrating pupils. Pupils in the special class receive additional support from the Visiting Teacher for the Deaf and from Beaumont Hospital Cochlear Implant team.

Acquiring language is a different process from the way in which hearing people develop language as deafness drastically reduces both the quality and quantity of linguistic input available and accessible to deaf children. This impacts on their access to the mainstream curriculum. The language and curricular content of the core subjects will be taught in the special class for the Deaf. An individualised programme will be drawn up to meet each child's learning needs. Deaf specific teaching and learning strategies, educational programmes and interventions will be employed. Irish Sign Language (ISL) and Total Communication techniques will be used to ensure the best learning environment for the children enrolled in the class with a view to closing the gap in literacy and numeracy attainment.

Mainstream reverse integration will occur when the Teacher of the Deaf collaborates with the mainstream class teacher. Pre-teaching and post-teaching of new emerging language and vocabulary in the special class for the Deaf helps include the child and ensures they can access the mainstream curriculum.

When the school has been requested by a parent to enrol a child with hearing loss in the special class for children who are deaf/ hard of hearing the school will request a recent copy of the child's audiogram or relevant reports from Beaumont Cochlear Implant Unit or Community Audiology Services. A letter of recommendation from the local Visiting Teacher for Deaf/ Hard of Hearing supporting the placement is required.

The school will discuss, prior to enrolment, on a whole school basis, how the school can meet the needs specified in the audiology and Visiting Teacher report. This will be a collaborative input from the Visiting Teacher, Teacher of the Deaf, Special Educational Needs Organiser (S.E.N.O) and the school.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability in meeting those needs. If necessary, a full case conference involving all parties (Parents, Principal, Class Teacher, Teacher of the Deaf, Special Educational Teacher, Psychologist, S.E.N.O., Beaumont Hospital Cochlear Implant team, as appropriate) will take place.

Parents/guardians and students must also fully accept the Code of Behaviour and all other school policies and will sign the registration form to say they have accepted the Code of Behaviour.

#### School Transport

Bus Eireann provide a school transport service to Monagea NS and a bus pass will be issued once a student's place is granted in the special class.