



SCHOOL ADMISSION POLICY

DIOCESE OF KILDARE & LEIGHLIN

NAME OF SCHOOL: SCOIL PHÁDRAIG NAOFA

ADDRESS: THE COURSE, TULLOW, CO. CARLOW

ROLL NUMBER: 16080N

CHARITY NUMBER 20109189

PATRON: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

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 15 September 2020 and following amendment by the Board of Management further approved on 1 December 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 Scoil Phádraig Naofa'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.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Scoil Phádraig Naofa is a Catholic all boys primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'.

'The Catholic Preschool & Primary Religious Education Curriculum p15'

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

- ☐ the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- ☐ a living relationship with God and with other people; and
- ☐ a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith,
- ☐ and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Phádraig Naofa 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.

(See Appendix 1: Mission Statement and Appendix 2: Ethos Statement)

3. ADMISSION STATEMENT

Scoil Phádraig Naofa 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.

In relation to children with special education needs it is open to the Board of Management to request copies of all relevant reports and where such information is not available to request that an assessment be carried out without delay in order to establish the special education needs and provide for same.

Consideration will be given to the number of children with S.E.N. in any one class grouping.

Single gender schools

Scoil Phádraig Naofa is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school. The exception to this is where a parent seeks to enrol their daughter into one of our special classes for autistic learners.

All denominational schools

Scoil Phádraig Naofa 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

Scoil Phádraig Naofa, with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with Autistic Spectrum Disorder.

Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Dept. of Education and HSE policies are as follows:

1. An Application to Enrol to ASD Class Form provided by the school should be fully completed by the parents/guardians on behalf of the child.
2. This Application to Enrol to ASD Class Form should be accompanied by a copy of the original birth certificate and all other supporting documentation as referred to in the section "Procedure for Enrolment"
3. A recent psychological assessment (dated within 24 months of the closing date for applications to enrol) which should include a report from a member of a multidisciplinary team. A multi-disciplinary team may consist of a clinical psychologist, occupational therapist, speech and language therapist, social worker and a physiotherapist. Please note all reports in operation on a child should be provided. The withholding of reports and pertinent information will invalidate an enrolment application at any time.
4. Report from the child's current educational setting if relevant.
5. The child must have a primary diagnosis of Autism/Autistic Spectrum Disorder made using the DSM-V or ICD10 or equivalent by the psychologist or member of the multidisciplinary team. This diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure, completed by a psychologist registered with a relevant Irish governing body and may include a cognitive assessment.
6. The psychological report must have a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child and outlines the complex or severe learning needs that require the support of a special class.
7. All children must be 5 years of age on or before the 31st of December of the incoming school year and 12 or turning 13 during their last academic year (6th Class)
8. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
9. An observation appointment of the child in the child's current educational setting may be organised before the closing date for applications. If the child is not attending preschool or another educational setting, the child may be observed in the home setting or brought to the school if this is not possible. Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level. Appropriateness - Child must be capable of accessing the Primary School curriculum.
10. An Acceptance Form as issued by the school must be returned to the school within the required time period.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

- a) the pupil is under the age of 4 on 1st of September and seeking a place in Junior Infants in that school year.
- b) 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.

A school that admits students of one gender only

Scoil Phádraig Naofa is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school. The exception to this is established in Section 3 above.

All denominational schools

Scoil Phádraig Naofa 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.

Our special classes attached to Scoil Phádraig Naofa, provide an education exclusively for students with Autistic Spectrum Disorder. The school may refuse admission to this centre, where the student concerned does not have the specified category of special educational needs provided for in these class(es) as per criteria established by the Department of Education and the National Council for Special Education.

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:

Traditional Catchment Area within the Catholic Parish of Tullow as defined by the Eircode of the home of the applicant and the distance on google maps (preference given to older children – for Junior Infant pupils preference will be given to children who are four by 1st May in the year of admission).

Siblings of present or past pupils.

Children of past pupils (up to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

Children of Staff members.

Other children outside the Catchment Area as defined above.

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:

Priority will be given to the older child.

Criteria for Admission to A.S.D. Classes in Scoil Phádraig Naofa

1. Pupils already enrolled in any of Scoil Phádraig Naofa's mainstream classes on the occasion of the initial establishment of the special classes.
2. Children of the same family unit of current pupils - priority to the eldest.
3. Children of the same family unit of past pupils of Scoil Phádraig Naofa - priority to the eldest.
4. Children living within the parish, as per criteria outlined above for mainstream pupils - priority to the eldest.
5. Children living in neighbouring/adjoining parishes – priority to the eldest.
6. Children of staff – priority to the 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:

Priority will be given to the older child.

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.
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to 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
- (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 siblings of a student attending or having attended the school
- (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.

8 DECISIONS ON APPLICATIONS

All decisions on applications for admission to Scoil Phádraig Naofa 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 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.

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 Scoil Phádraig Naofa, 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, and
- (iii) that parents must commit to visit the school prior to the child's placement i.e. at annual induction for Junior Infants (typically in May or June), or induction for a special class placement (typically in May or June).

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 Scoil Phádraig Naofa 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 Scoil Phádraig Naofa 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 Scoil Phádraig Naofa 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:

In the case of transfers to our school the D.E.S. guidelines apply. In accordance with the Education Welfare Act 1998, information concerning a child's attendance and educational progress must be communicated between schools in case of transfer.

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:

Parents may transfer their child as a result of change of residence at any time during the school year subject to the school's admission policy and available space.

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:

1. Parents may request an Application for Admission Form from the school office or by contacting Scoil Phádraig Naofa by email info@tullowboysns.ie
2. Parents complete and submit application form.
3. Parents notified of the decision within the timeframe.
4. School offers a place or school refuses admission & places the applicant on a waiting list for the year concerned.

5. Applicant accepts the place & accepts the Code of Behaviour (Section 11) or applicant refuses place.
6. If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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:

Procedures as above – However, parents are notified of the decision within 3 weeks of receipt of the application.

16 DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

This rule applies to all schools.

The board of Scoil Phádraig Naofa 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 admission of a student in the school.

17 ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

While Scoil Phádraig Naofa is a Catholic school it is important to state that it is not a school just for children of the Catholic faith. We are happy to welcome and include children from all faith backgrounds and none. Such children will not be expected to take part in R.E. lessons or other faith based activities in school. In class arrangements can be made to accommodate such pupils. *Please note due to staffing issues and child protection legislation it will not be possible to provide alternative R.E. or to allow children to leave the classroom unless accompanied by a parent/guardian or another adult nominated by them.*

Otherwise a written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

18 REVIEWS/APPEALS

Review of decisions by the Board of Management

The parent 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 parent 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)

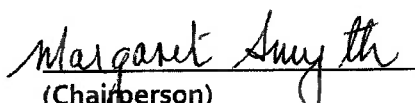
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

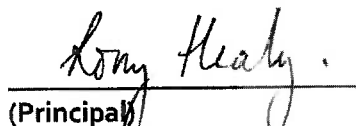
Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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.

This Admission Policy was approved by the Patron; Bishop Denis Nulty on 15/9/2020 and following amendment by the Board of Management further approved on 1 December 2020, then again in

This Admission Policy was ratified by the Board of Management of Scoil Phádraig Naofa on 11/03/2025


(Chairperson)


(Principal)

Scoil Phádraig Naofa

Mission Statement

Scoil Phádraig Naofa is a school for boys. We are an inclusive school. We are dedicated to educating boys of all faith backgrounds (and none) in accordance with our Catholic ethos. Our mission is to develop boys with active and creative minds, a love of God, a sense of compassion for others and the courage of their convictions. We focus on the holistic development of each boy; spiritual, moral, intellectual, social, emotional and physical. We promote the professional and personal development of staff. We encourage parental involvement in education. In partnership with family, parish and community we hope to lay a firm foundation which will enable our boys to reach their individual potential and to make an active and valuable contribution to society.

Appendix 2:

Scoil Phádraig Naofa

Ethos Statement

Scoil Phádraig Naofa is a Catholic school under the patronage of the Bishop of Kildare and Leighlin.

Prayer is a regular feature of the school day. Our prayer is based on Catholic tradition and always seeks to be inclusive in its expression.

The Christian Liturgical Seasons are celebrated.

Children are prepared for the sacraments of Reconciliation, Eucharist and Confirmation in partnership with parents and parish.

Our school is a centre of learning where high professional standards are maintained and boys develop holistically in a safe and happy environment.

We encourage parental involvement in education and close ties between home and school.

Our school policies are drafted to reflect the characteristic spirit of our school, embedded in Gospel values and based on the example of the life, death and resurrection of Jesus Christ.

Our school recognises the unique dignity and value of each person as a child of God.

“We are not some casual and meaningless product of evolution. Each of us is the result of a thought of God. Each of us is willed, each of us is loved, each of us is necessary”

Pope Benedict XVI

