



## **Admission Policy of Scoil Barra Naofa**

**School Address: Monkstown, Co Cork.**

**Roll number: 17323S**

**School Patron; Diocese of Cork and Ross**

### **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 Mar 12<sup>th</sup> 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. It was reviewed in September 2025.

The relevant dates and timelines for Scoil Barra 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. (SBN will commence accepting applications on October 1<sup>st</sup> 2025 for the 2026/27 intake).

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 Barra Naofa is a Catholic school under the patronage of Bishop Fintan Gavin, Bishop of Cork and Ross. The mission of Scoil Barra Naofa is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all of our pupils to develop to their full potential as persons; socially, spiritually, morally, physically and academically.

We are committed to providing a learning environment which is free from discrimination, threats, bullying and or harassment for all staff and pupils. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student centred education that nurtures the strengths, talents and potential of all.

Scoil Barra Naofa is a co-educational school where the full range of classes are taught from Junior Infants to Sixth Class. We are an inclusive school and we welcome children of all abilities.

This policy should be read in conjunction with our other school policies, including our Code of Behaviour, Child Safeguarding statement and Policy, Anti Bullying Policy, Special Educational Needs Policy etc. Such school policies are available on the school website and a hard copy will be made available on request via the school office.

The school endeavours to provide an ordered environment, which fosters discipline and respect while promoting good behaviour and mannerly and positive interactions. Acceptance of a place in the school is deemed to be an acceptance of the Code of Behaviour. In order to be validly enrolled as a pupil in Scoil Barra Naofa, parent(s) must confirm that they accept the Code of Behaviour.

## 3. Admission Statement

Scoil Barra 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.

Scoil Barra Naofa is a co-educational Catholic Primary School whose objective is to provide education in an environment which promotes certain religious values. The Admissions Policy of Scoil Barra Naofa will not discriminate on the religious ground of the student or the applicant in respect of the student concerned.

Scoil Barra Naofa 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

Scoil Barra Naofa 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.

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

Scoil Barra Naofa 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.**

- Scoil Barra Naofa embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. The school welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this policy.
- Pupils with special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills (DES) and the National Council for Special Education (NCSE).
- In order to assist the school in establishing the educational and physical needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required the school requests that parent(s) of the pupils accepted for enrolment;
  - (i) Inform the school of any special needs as early as possible and
  - (ii) Ensure that copies of relevant professional reports are provided so that provision can be made for that applicant's welfare and educational progress.
- Where a report is not available and in the event that an applicant is accepted for a enrolment, a request will be made that the successful applicant be assessed immediately. Following receipt of the report, the Board of Management will assess how the school can meet the needs as specified therein.
- Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs of the child as outlined in the medical and or psychological report(s).
- The Principal may, in conjunction with the Special Educational Needs Officer (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

## 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

### School with special education class(es)

The special class attached to Scoil Barra Naofa provides an education exclusively for students with Autism 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.

## 5.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:

### Criteria for Enrolment

While recognising the right of parents to seek to enrol their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of SBN has determined the maximum number of applicants who can be enrolled in Junior Infants each academic year as 28. Bearing in mind;

Overall school capacity  
Availability of space in classrooms  
Maximum class sizes  
Health and safety requirements  
The DES/Patron requirements

### Criteria used to prioritise places for Junior Infants

Where the number of applicants for Junior Infants exceeds the number of places available the school will offer places in the priority order 1 through to 6 of the categories outlined below in order to determine admission into Junior Infants for up to and including 30<sup>th</sup> September of the year of admission.

The priority order, in the following order, is as follows;

- Category 1; Siblings of present pupils
- Category 2; Applicants whose primary residence is in the **immediate catchment area**, which is determined as the **townland of Monkstown**, as defined on the 6 inch OS map (1;10560) Ref CK087 (map available on school website or can be viewed at school office)
- Category 3; Applicants whose primary residence is in the **extended catchment area**, which is determined as the townlands of **Parkgarraiffe, Ballyfoulou and those parts of Lackaroe and Rathanker**, as outlined on the

6 inch OS map Ref CK085 (map available on school website or can be viewed in school office)

Category 4; Children of current school staff

Category 5; Siblings of Past Pupils.

Category 6; All other applicants

If an applicant falls into a number of categories listed above, he/she will be included in the priority category which affords him/her the highest priority.

### Requirments used for enrolment in our Autism Class:

- A. Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report) AND
- B. A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports AND
- C. Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same AND
- D. A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and a recommendation for a special class for autism

### Criteria for enrolment in our Autism Class:

- (i) Category 1: Children already enrolled in Scoil Barra Naofa who have the relevant documents and meet the requirements
- (ii) Category 2; Siblings of present pupils
- (iii) Category 3; Applicants whose primary residence is in the **immediate catchment area**, which is determined as the **townland of Monkstown**, as defined on the 6 inch OS map (1;10560) Ref CK087 (map available on school website or can be viewed at school office)
- (iv) Category 4; Applicants whose primary residence is in the **extended catchment area**, which is determined as the townlands **of Parkgariffe, Ballyfouloo and those parts of Lackaroe and Rathanker**, as outlined on the 6 inch OS map Ref CK085 (map available on school website or can be viewed in school office)
- (v) Category 5; Children of current school staff
- (vi) Category 6: Siblings of past pupils
- (vii) Category 7; All other applicants

If an applicant falls into a number of categories listed above, he/she will be included in the priority category which affords him/her the highest priority.

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:

If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby **places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled.** If during this selection process, two or more applicants have the same date of birth, the school will apply a random selection process to these applicants only in order to establish to whom places in that category will be offered.

A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above. Where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the order of priority the applicant has been placed on the list. The waiting list will be operational for one school year only.

Incomplete applications will not be considered and applicants will not be placed on the waiting list.

In a particular year, an applicant may fulfil the enrolment criteria and be offered a place. The parents of the applicant may accept this place and subsequently decide not to send their child to school that particular year. In this instance **the applicant's place cannot be deferred.** Instead, the applicant must reapply the following year and will be offered a place

**Please see SBN Annual Admission Notice for full details on important dates enrolment procedure for Junior Infants.**

## **6. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí.
- (b) the payment of fees or contributions 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 with the exception of present siblings attending Scoil Barra Naofa.
- (g) the date and time on which an application for admission was received by the school providing that applications are received in the time frame set out in Scoil Barra Naofa's Annual Admission Notice.

## **7. Decisions on applications**

All decisions on applications for admission to Scoil Barra 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

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.

## **8. 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).

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

In accepting an offer of admission from Scoil Barra 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.

## 10. 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 Barra 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.

## 11. 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.

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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).

## 12. 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 Barra 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 Barra 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.

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.

### **13. 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.

## 14. Procedures for admission of students to other years and during the school year

### Applications for Enrolment in Other Classes

An application for a place in Scoil Barra Naofa will only be considered should a vacancy exist. The Board of Management reserves the right to determine the maximum number of pupils enrolled in each class as 28. (please see [section 6](#) above which outlines criteria for enrolment)

Should a vacancy exist the applicant will be enrolled in an age appropriate class provided that;

- (1) The school is provided with a fully completed, signed and dated enrolment application form which is available from the school office and the school's website together with all required documentation.
- (2) The applicant will be requested to provide all relevant reports and references from the school from which the applicant proposes to transfer or the school last attended by the applicant.
- (3) Failure to provide the required documents referred to above will mean an application is incomplete.
- (4) A separate form must be completed for each applicant.
- (5) Acceptance by the school office of an application does not mean that same will be processed. Applications that are incomplete, not signed/dated and do not include the required documentation will not be processed.
- (6) Submitting inaccurate information on form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case of a placement on a waiting list, it will result in removal from the waiting list.
- (7) Written notification of the decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided.
- (8) Parent(s) of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an admission acceptance form within 10 days. Failure to do so will result in the place being forfeited and reallocated.

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

This rule applies to all schools.

The board of Scoil Barra Naofa or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 16. 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:**

- Children will be assigned other/ non religious school work by the class teacher which can be completed independently during religious instruction time.
- Parents may choose that children not attend school masses or church celebrations. In this case supervision and alternative work will be arranged in the school building. Alternatively, parents may wish their child(ren) join their class/school in the church without partaking in prayers, Communion etc. All pupils are welcome to attend the church should they wish to do so.
- Arrangements are made in collaboration and consultation with parents.

## 17. 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 the school being oversubscribed and the applicant/parent wishes to request a review by the Board of Management this request must be in writing and must reach the Board of Management no later than three weeks from the date on the letter of refusal.

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) Should an applicant wish to request a review this request must be in writing and must reach the Board of Management no later than three weeks from the date on the letter of refusal.

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.