



Admission Policy of:  
*Scoil Mhuire Gan Smál*  
*Newinn Cashel Co. Tipperary*  
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School Patron: Bishop Kieran O Reilly

## 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 17th July 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 Mhuire Gan Smál 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 Mhuire Gan Smál is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop

"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, including the intellectual, physical, cultural, moral and spiritual aspects; and (b) a living relationship with God and with other people; 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) of the Education Act, 1998 the Board of Management of Scoil Bhríde 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 April 2020 2 spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

#### **Aims:**

- To co-operate with parents in the Catholic upbringing of their children.
- To encourage children to become responsible Catholic adults.
- To participate in prayer and the sacraments.
- To follow the national curriculum.
- To expose children to many different creative activities: e.g. music, dance, drama, art, etc.
- Foster an awareness of their personal, physical & mental wellbeing.
- To build on children's initiative in areas of responsibility and decision making.
- To foster good interpersonal relationships between all in the school: pupils, teachers, parents and non-teaching staff.
- To encourage children to be aware of the needs of others.
- To try ensure that those at risk - educationally, medically, physically, nutritionally, emotionally and socially - are adequately cared for.

**Mission Statement:**

Scoil Mhuire Gan Smál, New Inn is a Catholic school and we are proud of our tradition which was handed down to us by the Sisters of Mercy, and we still maintain this Mercy ethos.

All staff are committed to a holistic approach in developing each child's full potential in a happy, positive and caring Christian environment.

We encourage the involvement and support of the parents and the wider community.

**School Motto:**

*"Ar aghaidh linn le chéile"*

**3. Admission Statement**

Scoil Mhuire Gan Smál 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 Mhuire Gan Smál 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. 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

Scoil Mhuire Gan Smál 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.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## 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:

### SELECTION CRITERIA

- With regard to entry to Scoil Mhuire gan Smál, New Inn, children can enrol after their 4<sup>th</sup> birthday. Children must be 4 before the 1<sup>st</sup> September on the year of their enrolment.
- Enrolment takes place by completing a written application form. If parents wish to meet the principal, they may do so by appointment. (Forms are available from the February of the year they wish to enrol their child. An announcement of availability of these forms will be made in the local churches and Nationalist Newspaper).
- The Board will notify parents of their decision within 21 days after closing date of receipt of applications.
- Enrolment takes place on the opening day of September/End of August
- The Board will follow relevant Department of Education & Skills guidelines in relation to class size and staffing provisions and / or any other relevant requirements concerning accommodation including physical space and the health and welfare of children.
- Parents may enrol their child as a result of a change of residence at any time during the school year, provided their new residence is within the Parish of New Inn/Knockgraffon.

Children transferring from a school outside the parish of New Inn/Knockgraffon may do so on the first day of opening in September or on the first day of the school opening after the beginning of the "quarter" (1<sup>st</sup> October, 1<sup>st</sup> January, 1<sup>st</sup> April). These quarters are still recognised for this purpose under the School Attendance Act.

All of the above are dependent on the availability of a place in the school.

- While recognising the right of parents to enrol their child in the school of their choice, the Board of Management is also responsible for respecting the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements and acting in the best interest of all children. The following criteria will be used:

1. *Size of/available space in classrooms*
2. *Educational needs of children of a particular age*
3. *Multi-grade classes*
4. *Presence of children with special educational/behavioural needs*
5. *DES maximum class average directives (currently a maximum average of 26 children)*

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment:

1. Brothers and sisters (including step-siblings, resident at same address) of children already enrolled - priority to oldest
2. Children living within the parish (in the case of parish schools) - priority to oldest
3. Children whose home address is closest to the school (as measured by a straight line on O.S. map) if the child is normally resident outside the parish/agreed catchment area
4. Oldest children will have preference over their younger counterparts

## 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:

- (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;
- (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 those listed in criteria for admission)
- (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.

## 7. Decisions on applications

All decisions on applications for admission to Scoil Mhuire Gan Smál will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- 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.

## **8. Notifying applicants of decisions - Letter of Offer**

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.

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

In accepting an offer of admission from Scoil Mhuire Gan Smál, 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 Mhuire Gan Smál 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.

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 Mhuire Gan Smál 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 Mhuire Gan Smál 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.

### **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.

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.

### **14. 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 Scoil Mhuire Gan Smál 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 Mhuire Gan Smál 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.*

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

The board of Scoil Mhuire Gan Smál 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.

## 16. 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:

- 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.

## 17. 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.

## 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 Scoil Mhuire Gan Smál on

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.



Enrolment Application Form  
Scoil Mhuire gan Smál, New Inn, Cashel, Co. Tipperary  
Enrolment 2021/2022



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 **Scoil Mhuire gan Smál, New Inn, Cashel, Co. Tipperary** no later than **12noon on Monday 15<sup>th</sup> February 2021**



Scoil Mhuire gan Smál, New Inn, Cashel, Co. Tipperary



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**Letter of Offer**

Dear Parents/Guardians of \_\_\_\_\_,

Having received your Enrolment Application Form we wish to inform you that your child \_\_\_\_\_ has been accepted for enrolment in Scoil Mhuire Gan Smál Newinn, Co. Tipperary.

Please complete the following:

- Enrolment Registration Form
- Consent Form
- Primary Online Database From

**Note:** By completing the Enrolment Registration Form you are formally accepting the above position in Scoil Mhuire Gan Smál

Kind regards,

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Tomás Mc Loughlin  
Principal





Scoil Mhuire gan Smál, New Inn, Cashel, Co. Tipperary



### Enrolment Registration Form

Pupil's Name \_\_\_\_\_ Pupil's DOB \_\_\_\_\_  
Pupil's PPSN \_\_\_\_\_

Please attach copy of Birth Certificate

Baptised ☐ Yes ☐ No

Copy Baptismal Form ☐ Yes ☐ No

Mother's Name	_____	Father's Name	_____
Mother's Mobile	_____	Father's Mobile	_____
Home Telephone	_____	Minder's Name	_____
Mother's Email Address	_____	Minder's No.	_____
Father's Email Address	_____	Doctor's Name and No.	_____

Younger Siblings Please fill **ONLY** if **YOUNGER**

Name	_____	DOB	_____
Name	_____	DOB	_____

If your child suffers from any problem which would militate against his/her education (poor hearing/sight/speech) please state:

Sign (Parent/ Guardian) \_\_\_\_\_ Date: \_\_\_\_\_



## CONSENT FORM

### **Consent (FOR QUESTION 1 & 2 PLEASE TICK ONE ONLY)**

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here ☐
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here ☐

*Note: Parents/Guardians have the right to withdraw consent. If you choose to do so please inform Principal in writing.*

### **Consent**

3. If you are happy for your child to have supervised access to the internet, please tick here ☐
4. If you give permission for your child to go on school tours and excursions, please tick here ☐
5. If you wish your child to take part in the Stay Safe & RSE Programme, please tick here ☐
6. If you wish your child to take part in the Grow in Love (Religion), please tick here ☐
7. If you wish your child to receive First Penance and First Holy Communion, please tick here ☐
8. If you wish your child to make Confirmation, please tick here ☐
9. In the event of an emergency, should we fail to contact you, do you give permission to the school to deal with the situation? Please tick here ☐
10. If your child is on the Continuum of Support and you consent to group or individual withdrawal for support, please tick here ☐

I have read the School Prospectus and I confirm that my child will abide by the school rules as they have been presented.

Sign (Parent/ Guardian): \_\_\_\_\_ Date: \_\_\_\_\_



Scoil Mhuire gan Smál, New Inn, Cashel, Co. Tipperary



Primary Online Database Information (POD) Form

Please complete the following (all fields must be completed) in **BLOCK CAPITALS**:

\* Denotes a compulsory field

Today's Date \_\_\_\_\_

Child's Surname \* \_\_\_\_\_

Child's Forename \* \_\_\_\_\_

Gender \* \_\_\_\_\_

Birth Cert Forename (if different to  
above) \_\_\_\_\_

Birth Cert Surname (if different to  
above) \_\_\_\_\_

Date of Birth \* \_\_\_\_\_

PPSN \* \_\_\_\_\_

Mother's Maiden Name (Surname  
only) \_\_\_\_\_

Address and Eircode \_\_\_\_\_

Country \_\_\_\_\_

Nationality \* \_\_\_\_\_

Is one of the child's mother tongues  
(language spoken at home) Irish or  
English \_\_\_\_\_

Child's Ethnic or Cultural Background \_\_\_\_\_

Child's Religion \_\_\_\_\_

A full outline of all of the data requested, the reasons for collecting each piece of data, and how the data will be used, accessed, stored, shared and retained is given in the POD Fair Processing Notice available on the "POD" area of the Department's website [www.education.ie](http://www.education.ie)