

*"Great oaks from
little acorns grow"*

**Park National School,
Park, Youghal, Co. Cork.**



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Admission Policy of park N.S

**Park N.S, Park, Youghal, Co. Cork
Roll No. 17794L
School Patron: Bishop William Crean**

(1)Introductory Statement

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 the children in the school.

The policy was approved by the school patron on 24/09/'20 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 Park N.S '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.

The application form for admissions 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 of the school.

Park N.S is a Catholic co-educational primary school with a Catholic Ethos under the patronage of the Bishop of Cloyne, William Crean. "Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church which arises 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 a 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 the 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 BOM of park N.S 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 of the school.

Mission Statement

We at Park N.S seek to provide a high standard of teaching and learning. We strive to provide a supportive school climate that is well-ordered, caring and happy. Whilst our school is a Catholic primary school, religious differences are appreciated and respected.

In Park N.S. the following values are promoted:

- Education is seen as a collaborative process between parent, teacher and child
- The school community is valued and respected
- Respect, tolerance and fairness is evident throughout the school
- A high quality of teaching and learning take place in the school
- Inclusive methods of teaching are used and varying educational needs are differentiated for
- Social, moral and civic values are promoted
- A supportive environment is cultivated in the school to help those with difficulties
- Individuality, innovation and creativity are fostered
- Conflict is handled constructively
- Open communication is encouraged
- Gender equity is promoted
- Tá meas againn ar Ghaeilge labhartha

(3)Admission Statement

Park N.S will not discriminate in its admission of a student on the following grounds:

- (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.
- Park N.S is a school whose objective is to provide education in an environment which promotes Catholic values and does not discriminate where if refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.
- Park N.S will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Park N.S will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

(4) Categories of Special educational Needs catered for in the school.

Park N.S is a co-educational school and does not have special classes or an ASD unit. Pupils with special educational needs are catered for by the mainstream class teacher with support from the SEN Team.

(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) Where 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.
- Park N.S is a Roman Catholic primary school and may refuse to admit as a student a person who is not of a particular denomination where it is proved that the refusal is essential to maintain the ethos of the school.

(6) Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications received within the timeline for the receipt of applications as set out in the school's annual admissions notice.

Selection Criteria

- (1) Siblings of children already attending or have attended Park N.S
- (2) Children of past pupils of Park N.S
- (3) Applicants whose primary residence is inside a 5km driving distance from the school.

In the event that there are two or more students tied for a place or places in any of the above selection criteria above (the number of applicants exceeds the number of remaining places, the following arrangements will apply;

Priority will be given in order of (4) and (5) below:

- (4) Children who reside in the Parish of Killeagh
- (5) All other applicants

If the maximum no. of admissions is reached in any one of the categories outlined above a selection process will apply whereby places will be offered to completed 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 the remaining places have been filled. A waiting list for unsuccessful applicants will be compiled and applicants will be placed on a waiting list in order of priority as set out above. Where a vacancy becomes available the applicants on the waiting list will be offered in accordance with the order of priority the applicant has been placed on in the list. A place on the waiting list expires on the 30th September of the year of admission. Incomplete applications will not be considered and those applicants will not be placed on the waiting list.

In the event of a tie the outcome will be determined by the drawing of lots/ or random selection (independently verified)

(7) What will not be considered or taken into account in processing applications for admission to Park N.S.

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 admissions 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 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; exceptions to this include siblings of children already attending or have already attended the school.
- (g) The date and time on which an application for admission was received by the school subject to applications being received at any time during the period specified for receiving applications set out in the annual admission of the school for the school year concerned. This is also subject to the school making efforts based on existing waiting lists (up until 31st January 2025 only)

(8) Decisions on applications

All decisions on applications for admissions to Park N.S 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.

Park N.S reserves the right to refuse admission where a section 29 Appeal has been included in another school and is in progress.

(9) Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the 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 Park N.S you must indicate:

- (1) 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
- (2) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and so, you must provide details of the other school or schools concerned.

(11) Circumstances in which offers may not be made or may not be withdrawn

An offer of admission may not be made or may be withdrawn by Park N.S where the following applies:

- (1) it is established that information contained in the application is false or misleading

- (2) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual notice of the school.
- (3) 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
- (4) an applicant has failed to comply with the requirements of ‘acceptance of an offer ‘ as set out above under ‘acceptance of an offer’ as set out in section 10 above.

(12) Sharing data with other schools

Applicants should be aware that section 66(6) of the Education (Admissions 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 BOM with a list of students in relation to whom:

- (1) an application for admission to the school has been received
- (2) an offer of admission to the school has been made, or
- (3) an offer of admission to the school has been accepted.

The list may include the following:

- (1) the date on which an application for admission was received by the school
- (2) the date on which an offer of admission was made by the school
- (3) the date on which the offer of admission was accepted by the applicant
- (4) 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 Consideration Act 2005)

(13) Waiting list in the event of oversubscription

In the event of there being more applicants to the school year concerned than places available, a waiting list of students whose applications for admission to Park N.S were unsuccessful due to the school being overprescribed will be compiled and will remain valid for the school year in which admission is being sought. Waiting lists remain valid for this year and do not carry over to the following year.

Placement on the waiting list of Park N.S. is in the order of priority assigned to the student’s applications after the school has applied the selection criteria in accordance with the admissions policy.

Offers of any subsequent places that become available for and during the school year in relation to which admissions 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 Applicants

All applicants 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 educational 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 3 weeks after the date on which the school received the application. Late applicants will be offered a place if there is a 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 admissions of students to other years and during the school year.

The procedures of the school in relation to the admission of a student who is not already admitted to the school to classes or years other than the school's intake group are as follows:

If a parent/guardian wishes to enrol their child/children in Park N.S to classes or years other than the school's intake group he/she must:

1. Contact the principal by email/phone to request enrolment and the issue of enrolment form/s.
2. Submit an enrolment form by post/email to Park N.S
3. The BOM will make the decision and will respond in writing to the parents/guardians with a decision within 10 working days.

Admission will be granted subject to the following:

(1) that the optimum arrangements of the existing pupils for teaching and learning purposes are maintained
(2) that a place exists in the relevant classroom, taking all relevant circumstances into account e.g the needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, space in the classroom and health and safety considerations.

(3) an application for admission to the school will not be accepted where the existing class in respect of which the application relates to has reached its full capacity.

If a parent/guardian wishes to enrol their child/children in Park N.S to classes or years other than the school's intake group he/she must:

4. Contact the principal by email/phone to request enrolment and the issue of enrolment form/s.
5. Submit an enrolment form by post/email to Park N.S
6. The BOM will make the decision and will respond in writing to the parents/guardians with a decision within 10 working days.

The procedures of the school in relation to 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:

If a parent/guardian wishes to enrol their child/children in Park N.S after the commencement of the school year in which admission is sought he/she must:

1. Contact the principal by email/phone to request enrolment and the issue of enrolment form/s.
2. Submit an enrolment form by post/email to Park N.S
3. The BOM will make the decision and will respond in writing to the parents/guardians with a decision within 10 working days.

(16) Declaration in relation to the non-charging of fees

The Board of management of Park N.S. or any persons acting on its behalf will not charge fees or seek payment or contributions (however 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 for students not attending religious instruction.

The following are the school's arrangements for students, where the parents, have 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 for such students.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent/guardian to discuss how the request may be accommodated by the school.

(18) Review/appeals

The parent of the student may request the Board of management to review a decision to refuse admission. such requests must be made in accordance with section 29(C) of the education Act 1998. The timeline within which such a review must be requested and the other requirements applicable to such a reviews are set out in the procedures determined by the Minister under section 29(B) of the Education act 1998 which are published

on the website of the Department of Education and Skills. The Board of management will conduct such reviews in accordance with the requirements of the procedures determined under section 29(B) and with section 29 (C) 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 the 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 9 (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 to 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 decision by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being over subscribed, 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 of 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 29 (B) of the Education Act 1998 which are published on the website of the Department of Education and Skills.