



St. Mary's Boys' NS
Belturbet



Railway Road, Belturbet, Co. Cavan

Roll number: 18127A

School Patron: The Bishop of Kilmore

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 (to be confirmed). 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 St. Mary's Boys' N.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

St. Mary's Boys' NS is a Catholic all Boys, primary school with a Catholic Ethos under the patronage of The Bishop of Kilmore.

Catholic Ethos in the context of a Catholic 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 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 St. Mary's Boys' NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement

St. Mary's Boys' National School, Belturbet is a Catholic, senior boys' school that strives to create and maintain a nurturing environment based on Catholic values. St. Mary's BNS provides for the education of children from the parish of Annagh and surrounding parishes/ areas/ townlands.

Every pupil, regardless of their nationality, background, race, culture, ability or faith, is welcomed, respected, cherished and facilitated in reaching their full potential. St. Mary's BNS aims to promote equality and support pupils with special educational needs. We recognise and celebrate the uniqueness of each child and aim to nurture and develop the spiritual, academic, moral, cognitive, emotional, social and physical dimensions of all pupils.

St. Mary's BNS is committed to carrying out the aims and principles of the Primary School Curriculum. We strive to cherish and challenge all the needs of our pupils in a safe, nurturing, attractive and supportive learning environment.

St. Mary's BNS encourages and promotes active involvement of parents/ guardians in their child's education and school life through home school communication and recognises parents as the child(ren)'s primary educators.

St. Mary's BNS aspires to enhance the self-esteem of all people in our school community, to encourage/ instil in pupils, an innate sense of respect for others and property and foster, enhance and encourage the idea of becoming a responsible citizen of their community.

We value our positive relationship with our local community, and we promote our pupils' and their families' active involvement in their community.

TEACHER'S PROFESSIONAL + PERSONAL DEVELOPMENT

- All members of the staff of the school are fully committed to upholding and promoting very high professional standards in all aspects of their work in the best interests of the pupils in the school. Staff regularly avail of opportunities for continuous professional development in order to further enhance their practice.
- Our school will strive to promote, both individually and collectively, the professional and personal development of teacher. We defend the right of teachers to due respect for their professional status. Their personal safety or physical and emotional wellbeing should not be allowed to suffer at the hands of any disruptive children or parents who have a negative influence on our aim to provide a haven of learning and

social growth. As a community of learners, we recognise the diversity of learning styles, talents and needs amongst our pupils.

3. Admission Statement

St. Mary's BNS 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.

St. Mary's Boys' N.S. 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.

St. Mary's Boys' N.S. 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.

St. Mary's BNS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Mary's BNS 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 Catholic, and it is proved that the refusal is essential to maintain the ethos of the school.

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

St. Mary's BNS is not a special school nor is it a mainstream school with a special class at present.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) St. Mary's BNS provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- d) St. Mary's BNS 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.

6. Oversubscription

In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year (due to BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be applied to prioritise children for enrolment.

- a) boys who have completed the first class programme in the Convent of Mercy NS
- b) brothers, including step/half/foster brothers, resident at the same address of boys already enrolled; priority eldest.
- c) boys living within traditional catchment area as determined by the board on the grounds of proximity, previous trends in attendance, parish boundaries and relationship with neighbouring primary schools (priority eldest)
- d) boys whose home address is closest to the school (as measured by a straight line on an OS map).
- e) sons of current staff members; priority to oldest.

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:

School will prioritise:

- (a) pupils from Convent of Mercy NS
- (b) sons of staff members
- (c) boys living within traditional catchment area as determined by the board on the grounds of proximity, previous trends in attendance, parish boundaries and

relationship with neighbouring primary schools

In the event of more than one tied applicant having the same date of birth the Board of Management will draw lots between these tied applicants for the last place and will keep remaining applicants on a waiting list for cancellations arising before the school year begins.

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 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 exception to selection criteria already stated in no. 6 (1) 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.

8. Decisions on applications

All decisions on applications for admission to St Mary's BNS 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.

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 St. Mary's Boys' NS, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

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

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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 St. Mary's BNS 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 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 of the following

- I The date on which an application for admission is received by the school
- ii The date on which an offer of admission was made by the school
- iii The date on which the offer of admission was accepted by the applicant

- iv. A student's personal details including his 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 St. Mary's BNS 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 St. Mary's BNS 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 not later than three 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 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:

Parents will be provided with a standard enrolment form, school admission policy and school code of discipline and will make application in the usual way. If there is a vacancy, the family will be contacted within three weeks and provided everything is in order, the pupil may start immediately.

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 will be provided with a standard enrolment form, school admission policy and school code of discipline and will make application in the usual way. If there is a vacancy, the family will be contacted within three weeks and provided everything is in compliance with Board of Management requirements as outlined above, the pupil may start immediately.

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

The board of St. Mary's BNS or any persons acting on its behalf will not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for pupils where the parents have requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils

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, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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

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

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

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Review


This policy will be reviewed annually.

Responsibility for Implementation

It is the responsibility of the Principal and the Board of Management to implement and review this policy as necessary.


Ratification and Communication

A copy of this Policy may be viewed in school or on our school website and a hard copy is available on request. A copy of this Policy will be forwarded the school community as requested.

Signed: 

Chairperson of Board of Management
Management

Date: 19/01/23

Signed: 

Principal/Secretary to the Board of

Date: 19/01/23