



Gaelscoil Philib Barún, An Trá Mhór, Co. Phort Lairge

English-language version

*The English-language version below is a translation of the Irish-language version. The Irish-language version holds precedence for the purpose of interpretation.

21/4/2020

Enrolment Policy for Gaelscoil Philib Barún

Cruabhaile Uachtarach, An Trá Mhór

Roll number: 19885B

School Patron: Catholic Bishop of Waterford and Lismore

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 14/09/2020. 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 Gaelscoil Philib Barún'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

Gaelscoil Philib Barún is an All-Irish Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore.

The school was founded in 1985 with the following aims:

To provide a primary school education for pupils for whom Irish is the is a language at home;



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To provide a primary school education through the medium of Irish for all pupils irrespective of the main language spoken at home and to foster fluency in them in the Irish language;

To provide an environment where the desire to learn the Irish language can be fostered among pupils and parents alike.

“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) (b) of the Education Act, 1998 the Board of Management of [ainm na scoile] 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.

It is our Mission here in Gaelscoil Philib Barún to provide an excellent all-Irish Catholic education for the pupils as a co-educational primary school.

We will do this by:

- Treating the school community justly in a friendly, equitable and fair manner.
- By emphasizing the development of the school community intellectually, emotionally, physically, spiritually, aesthetically and socially as citizens of Ireland and the world.
- By encouraging respect for ourselves and for others, for our Gaelic/Irish heritage and for other cultures.
- Emphasizing the safety and happiness of our pupils.
- Preparing our pupils for post-primary education and for their future lives.

We believe this Statement is true to the vision of the founding committee of Gaelscoil Philib Barún

3. Admission Statement

Gaelscoil Philib Barún will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,



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- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

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

Gaelscoil Philib Barún is not a designated Special School nor does it have any special classes currently.

5. Admission of Students

This school shall admit each student seeking admission except where –

- i. the school is oversubscribed (please see [section 6](#) below for further details)
- ii. 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

6. Selection Criteria in case of 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:

The names of children for whom enrolment application forms and birth/ adoption certificates have been returned, will be placed on a list of enrolment applicants to be considered for enrolment

Equality of access is the key value that determine the enrolment of children to our school.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Gaelscoil Philib Barún is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are



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guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BoM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- size of / available space in classrooms
- educational needs of children of a particular age
- multi-grade classes
- presence of children with special educational/ behavioural needs;
- DES maximum class average directives (currently a maximum average of 28 children)

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

1. Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest
2. Children whose first language is Irish - priority to oldest;
3. Pupils for whom Irish is one of the languages spoken at home- priority to oldest;
4. Priority to the oldest children remaining on the list

In the event of being unable to enrol a child(ren) from categories 1-4, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list.

Pupils wishing to enrol in 1st class to 6th may do so only by written application to the Board Of Management who may assess the implications of such an enrolment for the school's language policy

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

There is an Annual Open Day/ evening for prospective parents held in May (e.g.).

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

Children enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, & management. The BoM places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.

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:



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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:

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

- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude other than in accordance with the provisions of section 62(9) of the act
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than, in the case of siblings of a student attending or having attended the school for a minimum of two years.
- the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Gaelscoil Philib Barún 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.)



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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 Gaelscoil Philib Barún 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.

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 Gaelscoil Philib Barún where:

- i. it is established that information contained in the application is false or misleading.
- ii. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- iii. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- iv. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom:



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- a. an application for admission to the school has been received,
- b. (ii) an offer of admission to the school has been made, or
- c. (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- the date on which an offer of admission was accepted by an applicant;
- a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Applicant list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a list of students whose applications for admission to Gaelscoil Philib Barún 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 list of applicants of Gaelscoil Philib Barún 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 list of applicants 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 list of applicants, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.



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

The following are the school's procedures regarding the enrolment of pupils into classes or years other than junior infant classes.

Applications for Senior Infant Classes

If there are spaces available in the Senior Infant class but the number of applications exceed the number of spaces available, school places will be offered in line with the criteria for Junior Infant classes.

Applications for classes other than infants

- Newly registered children may be accepted in classes Rang 1- Rang 6 if there are spaces available in the class and if, in the opinion of the Board of Management, the child's fluency in Irish is sufficient enough to allow her/him take part in the class and to not require other pupils to communicate in a language other than Irish with him/her. It is the responsibility of the parent to include evidence of same to the Board of Management in the application.
- Applications for places in classes other than Naíonáin Shóisireach must be submitted in writing to An Cathaoirleach. The decision to accept a child in any other class other than Junior Infants is made by the Board of Management and their decision is binding.
- Applications for school places received during the year for coming September are dealt with at the first meeting of the Board of Management. If there are spaces available in any class but the number of applications exceed the number of spaces available, school places will be offered in line with the criteria for Junior Infant classes. Evidence of a satisfactory level of Irish must be provided before an offer can be made. If the Board deems the evidence as insufficient, the space will be offered to the next applicant.
- At the Board of Management meeting in May, applications received for the coming school year will be assessed. Any subsequent applications for the coming school year will be dealt with at another Board of Management meeting held before the summer break. The Board of Management will delegate responsibility to the Principal or to other relevant parties to deal with applications in accordance with school policy

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:

Same as above.

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

This rule applies to all schools.



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The board of Gaelscoil Philib Barún or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- 3 an application for admission of a student to the school, or
- 4 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.

17. 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 has requested in writing 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 students:

A meeting will be facilitated with the principal. Children who are not attending religious instruction may stay in their class, or move to another class while the religious instruction takes place if requested by the parent/guardian. They will do work assigned by the teacher or by their parents/guardians during this time.

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.



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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.

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