



**Holy Family School
Admissions Policy**

Admission Policy of Holy Family School.

Address: Baker's Road, Charleville, Co. Cork.

Roll number: 19433m

School Patron: St. Josephs' Foundation, Charleville.



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 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 Holy Family School's admission process are set out in the school's annual admission notice which is published each school year 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.

The school shall cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education of 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.

The school shall 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)

2. Characteristic Spirit and General Objectives of the School

Holy Family School is committed to developing each child to the best of his/her ability, to enriching each child's life by promoting and fostering social and personal development, to promoting moral growth and formation in co-operation with parents and in light of its Catholic ethos, and to ensuring that each child will grow to her/his maximum physical potential by promoting physical development and coordination.

3. Admission Statement

Holy Family School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned;
2. the civil status ground of the student or the applicant in respect of the student concerned;
3. the family status ground of the student or the applicant in respect of the student concerned;
4. the sexual orientation ground of the student or the applicant in respect of the student concerned;



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5. the religion ground of the student or the applicant in respect of the student concerned;
6. the disability ground of the student or the applicant in respect of the student concerned;
7. the ground of race of the student or the applicant in respect of the student concerned;
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or;
9. 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.

Special Schools

Holy Family School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the refusal of admission of a student who does not have the category of needs specified.

4. Categories of Special Educational Needs Catered for in the School

Holy Family School, with the approval of the Minister for Education and Skills, provides an education exclusively for applicants with:

1. A general moderate learning difficulty (GMLD);
2. A severe/profound learning difficulty (SPLD);
3. An autistic spectrum disorder (ASD), coupled with GMLD or SPLD;
4. Complex medical needs, as outlined in Clause 5.

The school may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.



5. Admission of Students

This school shall admit each student seeking admission except where:

1. the school is oversubscribed (please see section 6 below for further details);
2. 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.

Eligibility for Enrolment

The following conditions must be satisfied in order for an application for enrolment to be considered:

- Applicants must meet the criteria required for one of the four Special Educational Needs categories outlined in Section 4. All applicants must specify which category is relevant to the applicant.
- The applicant must be aged between four and seventeen years inclusive, on September 1st of the year of enrolment.
- An application form must be completed and submitted to the school, for a specific needs category, accompanied by one of the following:
 - (a) GMLD: a cognitive assessment , indicating a GMLD for admission under the GMLD designation, or;
 - (b) SPLD: a cognitive assessment report, indicating a SPLD, for admission under the SPLD designation, or;
 - (c) ASD: An ASD diagnostic report, together with a cognitive assessment report indicating a GMLD or a SPLD, or;
 - (d) Complex Needs: Children shall be determined to meet the complex needs category, if they meet three or more of the following criteria. This determination will be made by the Principal, in consultation with the school nursing team, and the Board of Management:
 1. Nursing intervention required throughout the full school day.
 2. Nursing care required relevant to a particular diagnosis
 3. Monitoring of vitals, i.e. oxygen levels, heart rate, required during school day.
 4. Administration of oxygen, nebulizers, suctioning required at times.
 5. Administration of medicine required.
 6. Peg feed required.
- All reports (Psych. Psychiatric, SLT, Physio and behavioural) must be made available to HFS prior to the child being accepted for admission to HFS. Signed consent for ALL reports (psychological, Psychiatric, OT, SLT, Medical, privately accessed therapeutic



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etc) must be made available to Holy Family School in order to assist in determining the most appropriate placement.

- All cognitive assessment reports must:
 1. specify a level of functioning and a standardised score (eg GMLD an IQ score between 35 and 50) where practicable;
 2. include a recommendation from the report author for enrolment in a Special School;
 3. Have been carried out, at most, two years before the date of enrolment.
- In the case of a cognitive assessment report not indicating conclusively the specific level of functioning, i.e. either GMLD or SPLD, the Principal, (in consultation with parents and relevant members of the CDNT team), will decide on the most appropriate class placement/designation for the pupil.
- A medical report must be completed by a GP, for all pupils accepting a place, and submitted by March 1st of the year prior to entry, and shall be dated no more than 12 months prior to its submission to Holy Family School.
- Where a pupil is on the autistic spectrum, ASD will be viewed as the primary diagnosis, and class placement based on this designation.
- Following enrolment in Holy Family School, should it become apparent that the class in which the pupil has been placed, does not meet his/her needs, the Principal may request a formal review by a Psychologist with the consent of a parent or guardian. Should a review indicate a level of functioning, outside of Holy Family School's designation, parents may be requested to seek an alternative, appropriate placement for their child.



6. Oversubscription

In the event that the school is oversubscribed, for place(s) in one of the 4 designation categories, 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

In the case where the number of applications in a given year for a particular designation category (i.e. SPLD, GMLD, ASD, or Complex Medical Needs) is in excess of the number of places, the following will apply in priority order:

1. Places will be allocated to existing pupils of Holy Family School, who, following further formal assessment, require placement in a different designation category and who continue to fulfil the enrolment criteria;
2. Places will be allocated to those on the historical waiting list, who continue to fulfil the enrolment criteria. The historical waiting list shall expire and cease to exist, and be null and void after 31st January 2025;
3. Places will be offered to siblings of existing or past pupils who fulfil the enrolment criteria. A pupil must have completed at least one full school year in Holy Family School, before a sibling can be offered this type of place;
4. Places will be offered to pupils who reside no more than a 40 km distance by the shortest road route (as determined by google maps) from the school;
5. Places will be offered to children of staff members who fulfil the enrolment criteria.

It is accepted that a prospective applicant may qualify under one or more of the above criteria. If offered a place it will be on the basis of the first of the criteria satisfied by the applicant.

Having applied these selection criteria, and in the event that there are two or more applicants tied for a place or places (where the number of applicants exceeds the number of remaining places), the following arrangements will apply:

1. The Board of Management of Holy Family School, in the knowledge that all applicants who fulfil the criteria for enrolment will benefit from a place in the school, will use its best endeavours, to allocate the final places in as fair and reasonable a manner as possible. Therefore, once the selection criteria above have been exhausted and there is still a tie for a place or places:
2. The remaining places will be offered firstly on the basis of how many of the above criteria a given applicant satisfies.
3. The remaining places will then be offered on the basis of random selection. This process will be overseen by an independent overseer (e.g. Commissioner for oaths).



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4. Names for the relevant academic year to which the application applies will be kept on a waiting list, and should a place or places arise in the course of that academic year, will be allocated according to the class in which the place is available. Should there be more than one applicant on the waiting list who fulfil the enrolment criteria for a place in that class, the place will be offered on the basis of random selection as above.

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:

1. a student's prior attendance at a pre-school or pre-school service, including naíonraí;
2. the payment of fees or contributions (howsoever described) to the school;
3. a student's academic ability, skills or aptitude, other than in relation to admission to a special school, insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
4. the occupation, financial status, academic ability, skills or aptitude of a student's parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 the school wishing to include a selection criteria based on siblings of a student attending the school.
7. 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 Holy Family School will be based on the following:

1. Our school's admission policy;
2. The school's annual admission notice;
3. 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.

The initial decision on all applications will be made by the Principal. The decision of the Board of Management in relation to admissions to the school is final.

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 an applicant 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.

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 Holy Family School, 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 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 Holy Family School where:

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 admission notice of the school;
3. the parent of an applicant, 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 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.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, in a specific category, a waiting list of applicants whose applications for admission



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to Holy Family School 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.

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 Section 6.

With the exception of the historical waiting list, if an applicant is placed on a waiting list for a specific school year, it does not give the applicant any priority for any subsequent school year.

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.

15. Procedures for Admission 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; should there be capacity to admit such pupils, and should they fulfil all other admission criteria contained herein, they will be admitted in the same manner as all other applicants.

16. Declaration in Relation to the Non-Charging of Fees

This rule applies to all schools. The Board of Management of the Holy Family School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

1. an application for admission of a student to the school, or;
2. the admission or continued enrolment of a student in the school.

17. Arrangements Regarding Students not Attending Religious Instruction

For students, where the parents or in the case of a student who has reached the age of 18 years, who has requested that the student attend the school without attending religious instruction in the school, an arrangement will be made by the Principal for the student to join another class in the school for the duration of the religious instruction class. This will be done in consultation with the Parents/Guardians.

These arrangements will not result in a reduction in the school day of such students.



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, and are subject to change. At the date of this policy the request for review must be made within twenty one days of the decision to refuse admission.

The date of the decision is the date on the correspondence from the school, containing the decision.

The Board of Management 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.

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.



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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, and are subject to change.

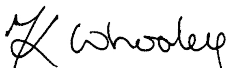
19. Method of Communication

Unless otherwise expressly provided for in this policy, any and all applications, reports, notices, decisions or other written communication required to be given by an applicant, or a person on an applicant's behalf, or by the Holy Family School, which shall include the Principal, the Admissions Committee and the Board of Management, in relation to this policy shall be in writing, and may be given:

1. by handing it to the intended recipient, which in the case of the Holy Family School shall mean to the school secretary, and shall be deemed to have been delivered when so handed, or;
2. by directing it to the intended recipient, and delivering it by hand, or sending same by prepaid post to such address as shall have been advised by the intended recipient to the party sending the communication as being that required by the intended recipient for receipt of communication, or;
3. by facsimile transmission directed to the intended recipient, or;
4. by email sent to the Email Address provided by the intended recipient (if any); Any such communication shall be deemed to have been delivered at the expiration of one (1) Working Day from the day of dispatch, and, when posted, at the expiration of three (3) Working Days after the envelope containing the same, and properly addressed, was put in the post, and when sent by facsimile transmission or email, at the expiration of one (1) Working Day from the date it is sent.

20. Ratification of Policy

This Policy will be reviewed by the Board of Management once in every school year. This Policy was adopted by the Board of Management on 27th September 2024.


Kevin Whooley

Chairperson