Carrigeen NS

www.carrigeenns.com

'Promoting full personal,moral and social development in caring Christian communities of learning and teaching.'

Carrigeen National School,
Carrigeen,
Co. Kilkenny.
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Admissions Policy

Name of School	Carrigeen National School
Address	Carrigeen, Mooncoin, Co.Kilkenny
Roll Number	15340i
Patron	Most Rev. Niall Coll, Bishop of Ossory.

Introduction

The Board of Management of Carrigeen NS has set out this policy in accordance with the provisions of:

- the Education Act 1998
- the Education Welfare Act 2000
- the Equal Status Act 2000
- the Disabilities Act 2002
- the Education of Persons with Special Needs Act 2004
- the Eeducation (Admission to Schools) Act 2018
- **Department of Education Circular 0039/2025**
- June 2025 guidance on special class admissions

This policy was revised in consultation with school staff, the patron, and the parent body. It is published on the school's website and is available in hard copy upon request. The policy was last reviewed and approved by the Board of Management and the patron in June 2025.

The relevant dates and timelines for the admissions process are outlined annually in our **Admissions Notice**, which is also published on the school website.

Chairperson, BOM- Mr.Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling

1. School Context

Carrigeen NS is a Catholic co-educational primary school under the patronage of the Bishop of Ossory. Our ethos promotes the holistic development of each pupil – spiritually, morally, intellectually, physically, and culturally – within a caring and inclusive environment.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'. *'The Catholic Preschool & Primary Religious Education Curriculum p15'*

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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and 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 Carrigeen 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.

In 2021, the BOM, in conjunction with the Principal and staff, decided to establish a special class for children with a diagnosis of autism. The decision was made to provide an education in a mainstream setting for children who have an autism diagnosis and who fulfil the enrolment criteria.

In December 2024, our school received approval for a second autism class, which will open in September 2025. This second class will operate under the same structure as the first autism class, ensuring a high level of support for pupils. Both autism classes will be funded and resourced by the Department of Education.

2. Our Mission Statement

Carrigeen NS recognises the central role of the family as the primary educator of each child. The school accepts and supports the constitutional right and duty of parents to provide for the religious, moral, intellectual, physical and social education of their child/ren.

The school's ethos is committed to providing a caring environment for pupils and to enabling their holistic development towards personal excellence in all areas- personal and curricular. We endeavour to challenge

the gifted child and to give special support, care and attention to children with any level of additional needs.
The characteristic spirit of the school is manifest in the welcoming atmosphere and the supportive interactions between teachers, parents and pupils. We welcome children of all faiths and none. The characteristic spirit of the school reflects the important role of the parish community while acknowledging and respecting pupils of other denominations.
Our focus is to enable each child to realise his/her potential as a unique individual. We also want every student to develop morally and socially through living and cooperating with others in a Christian environment.
Working together as a school community, the Board of Management, Principal, staff, parents and pupils will strive to prepare every student in our school for further education and lifelong learning.

Your child's happiness and self-esteem is foremost in our minds at all times. When parents, students, school staff and management work together for these common goals great things can be achieved. We look forward to working with you in the months and years ahead.

3. Admission Statement

Carrigeen NS 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.

Carrigeen NS 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.

Carrigeen NS 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 special class or classes when requested to do so by the Council. Carrigeen NS will comply with any direction served on the board or the patron under section 37A and 67 (4)(b).

4. Mainstream Admission of Students

Carrigeen NS shall admit each student seeking admission except where:

- The school is oversubscribed;
- 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**

Carrigeen NS is a Catholic School and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

4.1 Oversubscription to Mainstream Classes

If the school is oversubscribed, the following selection criteria will apply to all applications received on time:

1. Brothers or sisters of children already enrolled;
2. Children of past pupils (eldest prioritised – max 25% of places);
3. Children residing in the townland of Carrigeen;
4. Children residing in the parish of Mooncoin;
5. Applicants from outside the parish (eldest prioritised);
6. Random selection, conducted in a fair and transparent manner by the Principal, a member of the Board of Management, and an officer of the Parent Association.

What will not be considered or taken into account:

In accordance with section 62(7) (e) of the Education Act, the following factors will not be considered in any admission decisions:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
(b) a student's academic ability, skills or aptitude;
(c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
(d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
(e) the payment of fees or contributions (howsoever described) to the school;
(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than in the case of this school including the selection criteria based on (1) siblings of a student attending or having attended the school and (2) parents of a student having attended the school. **In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).**
(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.

(h) behaviour, potential behaviour, or ability to integrate into mainstream (from special class)

4.2 Decisions on applications

All decisions on applications for admission to Carrigeen NS will be based on:

- Our Admissions Policy
- Our Annual Admissions Notice
- The information provided by the applicant in the completed application form and all required documentation

(Please see below in relation to applications received outside of the admissions period and 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.

4.3 Notifying Applicants of Decisions

All applicants will be notified in writing of the outcome of their application within the timelines stated in the Admissions Notice. If unsuccessful, applicants will be informed of the reasons why they were not offered a place, 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.

4.4 Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Carrigeen NS applicants 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.

4.5 Withdrawal of an Offer

An offer of admission may not be made or may be withdrawn by Carrigeen NS 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

4.6 Sharing of data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

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

The list may include any or all of the following:

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

4.7 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 Carrigeen N**S** 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 Carrigeen NS 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.
Late applicants will be added to 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.

4.8 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 only if one is available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

4.9 Admission Mid-Year to Other Classes

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 (new junior infants) are as follows:

- Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.
- Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Carrigeen NS 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 Carrigeen NS 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.
- Junior Infants, with the exception of students transferring from another school, will be considered on a case by case basis. However, Junior Infants normally start school at the start of Term 1.

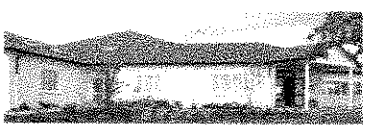
5. Special Educational Needs catered for in the school/special class

Carrigeen NS, with the approval of the Minister for Education and the National Council for Special Education (NCSE), operates two special classes for autistic pupils. These special classes are intended to provide education in a smaller setting for autistic pupils who are unable to access the curriculum in a mainstream class, even with support, for most or all of the school day.

5.1 Eligibility Criteria for Admission to the Autism Class

To be considered for admission to the Autism class from the 2026/2027 school year onwards, the following eligibility criteria, as defined by the Department of Education and the NCSE, must be met:

1. A diagnosis of Autism using DSM-IV/V or ICD 10/11 criteria, in a report from a relevant professional (psychologist, psychiatrist, or multidisciplinary team);
2. Evidence of the complexity of the child's needs, as demonstrated in the professional report(s);



3. A clear professional recommendation, with rationale, that a special class placement is the most appropriate educational setting;
4. A letter from the NCSE, confirming that the child is known to them and that the child meets the criteria for placement in an Autism special class.

5.2 Selection Criteria for Oversubscription to Autism Class

In the event that the number of applicants exceeds the number of available places in the autism class, the following fair and transparent selection criteria will be applied:

1. Children with siblings currently enrolled in Carrigeen NS (mainstream or autism class);
2. Children residing in the townland of Carrigeen;
3. Children residing in the wider parish of Mooncoin;
4. Children of current staff;
5. Children of past pupils (subject to 25% cap, as per Admissions Act);
6. Other applicants, based on proximity to the school using Eircode;
7. Date of application (only considered in the event of identical priority under the above criteria).

Where two or more students are tied for a place, the school will apply:

- Priority to the eldest child, or
- Random selection, conducted in a fair and transparent manner by the Principal, a BOM member, and a PA representative.

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

This rule applies to all schools.

The board of Carrigeen NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

7. Arrangements regarding students not attending religious instruction

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.

8. Reviews/Appeals

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 the website of the Department of Education and Skills

This policy was reviewed and ratified by the Board of Management on 16/7/25.

Signed: _____ Chairperson of Board of Management

Signed: _____ Principal/Secretary of Board of Management

Chairperson, BOM- Mr.Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling