



Admission Policy

of

Réalt Na Mara Girls School

School Address: Donacarney, Co. Meath

Roll number: 18767N

School Patron: Bishop of Meath

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 in June 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 Réalt Na Mara GNS 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

Réalt Na Mara GNS is a Catholic, all girls primary school, with a Catholic ethos under the patronage of the Bishop of Meath.

“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 Réalt Na Mara GNS 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.

Réalt Na Mara Girls School is made up of a loving, committed team of people who enable the children to reach their potential academically, spiritually and physically within a happy, caring and well organised environment, which prioritises respect for each individual and inclusivity for all through the Catholic faith. We endeavour to create a positive, professional and productive relationship between the School Staff, the Parents, the Board of Management, the local church and the wider community for the benefit of the whole school and especially the pupils in the school.

3. Admission Statement

Réalt Na Mara GNS 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.

Réalt Na Mara GNS is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Réalt Na Mara GNS 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 who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Réalt Na MaraGNS is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with an ASD category of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Réalt Na Mara GNS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a primary diagnosis of Autism/Autism Spectrum Disorder made using DSM-V, diagnostic tool (by the psychologist) It is the ASD Class and named Cuan Na Réaltaí. See Apendix A for further information.

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

Réalt Na Mara GNS provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Réalt Na Mara GNS is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

Children with Special Needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. In the event of an application for a child with special needs the BOM will request a copy of the child's medical/psychological report or a professional assessment of the child's needs. The BOM will meet to determine how best the needs can be met by the school. Where the BOM deems further resources or personnel are required, it will request such resources from the Department of Education and Skills.

The special class, Cuan Na Réaltaí, attached to Réalt Na Mara GNS, provides an education exclusively for students with a diagnosis of Autism made using DSM-V and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Réalt Na Mara G. N. S. 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 guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management wishes, reserves the right to determine the maximum number of children in each classroom bearing in mind:

- Size of and/or available space in classrooms
- Availability of grants and teacher resources provided by the Department of Education and Skills.
- Educational needs of children of a particular age.
- Presence of children with special/behavioural needs.
- Department of Education and Skills maximum class average directives (26 in 2020)

- Réalt Na Mara GNS BOM has deemed, that each class will be deemed full if 27 or more pupils are currently enrolled in that class and no further pupils will be admitted to that class.

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:

1. Siblings of pupils currently enrolled in the school, priority to eldest
2. Siblings of pupils currently enrolled in Bunscoil Buachailí Réalt Na Mara, priority to eldest
3. Those resident within the parish boundary, priority to eldest
4. All other applicants, priority to eldest

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:

- Priority will be decided based on age with older children being offered places in the first instance
- If two candidates are eligible and have the exact same date of birth, a lottery will be conducted in a fair and transparent manner by the Principal and an officer of the Parents Association.

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, other than in relation to a student's prior attendance at—
 - (I) an early intervention class for the ASD 2nd Class
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;

(other than in relation to:

 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (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;

(other than, (1) siblings of a student attending 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.

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 Réalt Na Mara GNS will be based on the following:

- Our school's Admission policy
- The school's Annual Admission Notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

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 Réalt Na Mara GNS, 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 Réalt Na Mara GNS 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—

- (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 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. 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 Réalt Na Mara GNS

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 Réalt Na Mara GNS 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 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 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:

- Pupils may be able to transfer to Réalt Na Mara GNS at any time during the school year subject to space being available in the relevant class group and the following requirements adhered to
- The standard Enrolment Application form must be submitted along with an original birth/adoption certificate. The school also requires evidence of address, e.g. a current utility bill (details on application form)
- This application will then be considered by the Principal.
- A written response will be forwarded in respect of all applications within 3 weeks of application
- Once the Principal is satisfied that all of the above is done an offer of a place will be made in writing to the parents
- When acceptance in writing along with acceptance of the Code of Behaviour is received by the school, the pupil and her family will be invited into the school for a visit to meet the Principal/Teacher and to be given information booklets before she attends as a pupil.

In the case of a refusal of admission, please refer to Section 13 Waiting Lists and Section 18 Reviews/Appeals of this document, for further information.

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

The board of Réalt Na Mara GNS 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.

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 have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

- A written request should be made to the Principal of the school.
- A meeting will then be arranged with the parents to discuss how the request may be accommodated by the school.
- With the agreement of the parents the child will be assigned activities in another subject area and will remain in the classroom during Religious Education classes.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of 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.

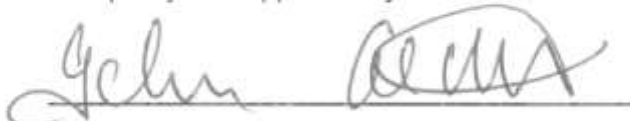
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

This policy was approved by the Board of Management on



Chairperson



Date

This policy will be reviewed in two years in June 2022

Appendix A

Early Intervention /ASD Class

In the event that the Early Intervention Class 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 to the Special Classes and that meet the set criteria for applications as set out in Section 3 above:

- *Siblings of current pupils in mainstream and Early Intervention Classes ,priority youngest*
- *Siblings of past pupils* in mainstream and Early Intervention Classes, priority youngest(*see Section 7 F (2))*
- *Children who live in the Parish, priority youngest*



- *All other applications, priority youngest.*
- *Please see rationale document for prioritising youngest attached below.*

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above by virtue of their date of birth (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

a lottery will be conducted in a fair and transparent manner by the Principal and an officer of the Parent Association.

- This causes less disruption to the class with the majority of pupils staying for a 2 year cycle as opposed to pupils coming and going every year as is the case with 4 and 5 year olds.

Also please note for older pupils 4 years upwards they have the option to attend Primary School and get supports or to attend an ASD class attached to mainstream.