

Admission Policy of St. Peter's N.S., Dungourney

School Address: Dungourney, Co. Cork

Roll number: 19761G

School Patron/s: Bishop William Crean, Cloyne Diocese

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 24/09/2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Peter's N.S., admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Peter's N.S., is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cloyne Rev. William Crean.

"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
- b. the intellectual, physical, cultural, moral and spiritual aspects; and
- c. a living relationship with God and with other people; and
- d. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- e. the formation of the pupils in the Catholic faith,

with which the 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 St. Peter's 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.

St. Peter's NS is a Catholic primary school which strives to provide a well-ordered, caring, happy and secure atmosphere, where the intellectual, emotional, spiritual, physical, moral and cultural needs of the pupils are identified and developed.

While St. Peter's NS is a school with a Catholic ethos, it also gives due recognition to other religions. Our aim is to develop each child's potential by providing an opportunity for his complete holistic development and growth through academic, creative, sporting and social opportunities in a positive, stimulating caring environment.

At St. Peter's NS, each and every child is cherished and respected. The staff work as a dedicated, professional, caring team and each member makes a valuable contribution to the school community. We promote tolerance and respect for all in the school community.

The management, staff, parents and pupils endeavour to make this school a welcoming place, a place of partnership, where we work together to enable each child to realise his full potential so that he may go on to lead a full life in society.

Mission Statement and general objectives of St. Peter's N.S., Dungourney

St. Peter's school aims to provide a safe, happy and stimulating environment for all pupils where their social, emotional, physical, intellectual and spiritual developments are nurtured. We hope to create a welcoming place where everyone regardless of age, race, creed or ability are valued equally and treated with kindness and respect.

3. Admission Statement

St. Peter's N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Peter's N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Peter's N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

St. Peter's N.S., is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it refuses to admit a student who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

St. Peter's N.S. 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 a category or categories 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

Children and young people are eligible for enrolment in our special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

Diagnosis of autism (DSM IV/V or ICD 10/11- psychologist, psychiatrist, multi-disciplinary report)

AND

A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

Given the severity or complexity of the child's support needs, a clear professional recommendation that placement in a special class for autism would be most appropriate to best meet the child's needs, along with the rationale for same

AND

A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see **section 6** below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- c) St. Peter's N.S., is a Catholic School and may refuse to admit as a student a person who is not of Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The autism class in St. Peter's NS provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student does not have the specified category of special educational needs provided for in this class. Parents are asked to openly engage with relevant agencies and professionals in a continued effort to ensure the child is in an appropriate setting.

6. 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:

Mainstream Enrolment Criteria

1. Siblings of children already enrolled in St. Peter's NS (including children in foster care).
2. Siblings of past pupils of St. Peter's NS (including children in foster care), living within the Parish of Imogeela.
3. Children of past pupils of St. Peter's NS, living within the Parish of Imogeela – this number will not exceed 25% of the total intake.
4. Children living within the Parish of Imogeela.
5. Children of current St. Peter's NS school staff.
6. Siblings of past pupils of St. Peter's NS, living outside the Parish of Imogeela.
7. Children of past pupils of St. Peter's NS, living outside the Parish of Imogeela.
8. Children living outside the Parish of Imogeela.

Special Class Enrolment Criteria

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

1. Existing Mainstream pupils that may require reverse integration placement into our school's special class for children with autism.
2. Siblings of children that are enrolled in the school at the same time.
3. Siblings of children who have attended the school in the past.
4. Children of past pupils of St. Peter's NS, living within the Parish of Imogeela – this number will not exceed 25% of the total intake.
5. Families whose primary residence is in the Parish of Imogeela

- 6. Children of current staff
- 7. Children living in neighbouring / adjoining Parishes

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:

Mainstream Enrolment Selection Criteria: Priority will be given to applicants within the particular category in order of age, starting with the older/oldest child.

Autism Class Enrolment Selection Criteria: Priority will be given to applicants within the particular category closest in age to the youngest enrolled child.

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; other than in relation to a student's prior attendance at
 - (i) an early intervention class
- (b) the payment of fees or contributions;
- (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
- (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 or having attended the school and/or (2) parents or grandparents of a student having attended the school.
- (g) the date and time on which an application for admission was received by the school,

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

8. Decisions on applications

All decisions on applications for admission to St. Peter's N.S., will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

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

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

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Peter's N.S., 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 are 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 St. Peter's N.S., 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 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. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Peter's 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 St. Peter's N.S., 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:

- Parents request an application form / form is available on website / by contacting the school.
- Parents complete and submit application form by due date
- Applicants for the special class must submit the appropriate reports to ensure eligibility for a place in the class.
- School makes decisions on applications received.
- Parents notified within the timeframe – as per Annual Admission Notice.
 - School offers a place or
 - School places applicant on waiting list for the year concerned.
- Applicant accepts the place & accepts the Code of Behaviour (Section 11) or
 - Applicant refuses place.
- If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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

- Parents request an application form / form is available on website / by contacting the school.
- Parents complete and submit application form
- Applicants for the special class must submit the appropriate reports to ensure eligibility for a place in the class.
- School makes decisions on applications received.
- Parents are notified within the timeframe – within 3 weeks of receiving applications.
 - School offers a place or
 - School places applicant on waiting list for the year concerned.
- Applicant accepts the place & accepts the Code of Behaviour (Section 11) or
 - Applicant refuses place.
- If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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

The board of St. Peter's N.S., 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

The following are the school's arrangements for students, where the parents of a student who has 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 parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student 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.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

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.

APPENDIX 1

ADMISSIONS POLICY - AUTISTIC SPECTRUM DISORDER SPECIAL CLASS

Our Aim

Our special autism class aims to offer an autistic specific learning environment within a mainstream national school. The setting facilitates optimum inclusion, and reverse inclusion as part of the school community with access to mainstream classrooms and activities as appropriate.

Enrolment Procedure

1. Initial contact is made by parents/guardians/SENO in relation to the child by completing Pre-Enrolment Form. This does not constitute confirmation of enrolment. This form must be returned within 2 weeks from the date of issue.
2. Applicants are required to provide every report from an educational or clinical Psychologist or Psychiatrist and a multidisciplinary team or any variation thereof. These should clearly recommend that a placement in a special class in a mainstream school is suitable for the student.
3. The withholding of reports from the school may invalidate an Enrolment Application at any time.
4. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM IV/V or ICD- 10/11) and supporting original documentation in order to be considered for enrolment in the autism class. A pupil's placement needs to be as accurate a reflection of his needs as possible so that the child can be given a reasonable opportunity to integrate into the mainstream setting.
5. Parents/guardians will agree to share the content and copies of any further reports obtained at a later date with the school.
6. Applications will in the first instance be reviewed by the Principal and relevant staff member/s to determine the suitability of the autism class for placement of the child in the Special Class at St. Peter's NS. The school will be advised by the SENO. A recommendation will be made in relation to each application to the Board of Management of the school. The

Board of Management will apply the directions of this policy and make the final decision on all applications.

7. Once this process has been completed the applicant is placed on a waiting list of applicants to enrol. Parents/Guardians will be notified in writing if and when their child has secured a place. The school application form, incorporating family details is then completed for children who have secured a place.

Return of Forms of Acceptance

Letters of offer for places in the autism class will be issued and must be returned within two weeks of the letter of offer being issued by the school. All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not receive the acceptance form within the two week period, the place will be offered to the next child on the waiting list for that school year. Verbal acceptance of a place is insufficient.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy.

Ratification: Ratified by the Board of Management on the 18/9/25.

Barry O Flynn
Chairperson Board of Management

24/9/25
Date

[Signature]
Principal

24/9/25
Date

Patron Approved 24/09/2025
Michael Walsh
DEO Cloyne Diocese