



# **Scoil Mhuire agus Íde**

**Newcastle West**

**Co. Limerick**

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**069 62443**

**Roll Number: 64170L**

# **Admission Policy**

## 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's Trustees and with parents of children attending the school. 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 Scoil Mhuire agus Íde's admission process are set out in the school's Annual Admission Notice (see Appendix 2) 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.

In conjunction with its annual mainstream intake of students from our traditional catchment area, Scoil Mhuire agus Íde also has an Autism classroom to cater for students who have a diagnosis of Autism and who can attend mainstream classes. Additional admission criteria to our Autism classroom can be found in Appendix 1. The model of reverse inclusion will underpin the work of this unit. This centre has the capacity to cater for a maximum of six pupils who:

- Are secondary aged pupils (as per Department of Educational and Skills guidelines)
- Have a diagnosis of Autism and a letter of recommendation (see Appendix 1)
- Have completed mainstream primary school education or equivalent

Scoil Mhuire agus Íde 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. Scoil Mhuire agus Ide 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.

The Application Form for admission to mainstream classes can be found at [Mainstream Class Application](#). Applications must be submitted through this form before the deadline which is outlined in the Annual Admissions Notice (Appendix 2). For applications to the Autism Classroom for 2024-2025, contact the office directly.

**Applications for admission to Scoil Mhuire agus Íde's Autism Classroom will follow the terms outlined in this policy.**

### **Annual Admission Notice (Appendix 2)**

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned. This will be published annually prior to the beginning of the admissions process in October and can be found on the school's website. This notice will contain the number of students that the school can cater for. This number will have been agreed to by the Board of Management for the upcoming academic year.

The Board of Management frowns on the widespread local practice of making multiple applications to a number of different schools. Evidence of this practice may militate against an applicant being accepted into our admission process.

The Board of Management, in setting the number of entry places available in the Annual Admission Notice, foresees that this number will include a maximum of 6 places in our Autism Classroom which will be accompanied by a mainstream place.

In the event of oversubscription, a sibling who is a twin/triplet who gains entry based on the independently adjudicated draw will be offered a place. To alleviate stress and family upheaval the Board of Management has decided that the other twin/triplets will also be offered a place if he/she/they have also made an application to the school. This exemption will also be applicable to siblings who are not twins, provided both have made application to the school in the normal way and both are students in a recognised Primary School at the time of application. The Board has stipulated that these adjustments should normally be made within the agreed number of places publicised by the school in its Annual Admission Notice but because of this derogation it should be noted that, in exceptional circumstances, this agreed number may increase.

## **Mission Statement and Ethos**

Scoil Mhuire agus Íde is a Catholic co-educational voluntary secondary school with a Catholic ethos under a Board of Trustees.

“Catholic Ethos” in the context of a Catholic voluntary secondary 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.

Scoil Mhuire agus Íde provides religious education 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 Section 15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Mhuire agus Íde shall uphold, and be accountable to the Trustees 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.

## **Mission Statement**

Our vocation and purpose in Scoil Mhuire agus Íde aim is to help our students to take their place in society as educated, mature and committed Christians. We want our school to be not only a centre of academic excellence but a caring community where personal faith is nurtured and developed

## **At Scoil Mhuire agus Íde we aim to:**

- Create a caring environment in which everyone recognises the value of each individual and to encourage an awareness of, and a response to, the needs of others
- Foster an appetite for learning and to develop self-discipline, initiative, responsibility and perseverance
- Involve the students in the life-long process of education and to ensure that everyone achieves success in life
- Value all kinds of achievement, and to learn to cope with success and failure

## **Our Philosophy of Education**

Our Mission Statement outlines our educational philosophy. In brief, we aspire to help our students to take their place in society as educated, mature and committed Christians. We want our school to be not only a centre of academic excellence but also a caring community where personal faith is nurtured and developed.

We aim to create a caring environment in which everyone recognises the value of each individual and encourages an awareness of, and a response to, the needs of others. We aim to foster an appetite for learning and to develop self-discipline, initiative, responsibility and perseverance. We also aim to involve our students in the life-long process of education and to ensure that everyone achieves some degree of success in life. We value all kinds of achievement and we work to promote a school culture, which values diversity and nurtures an ethos of respect for self, others, and the wider community.

A Catholic ethos imbues Scoil Mhuire agus Íde and students attend timetabled Religion class. Sacraments and services of this religion are offered to all students on a regular basis. Parents are asked to refer to the Religion Policy in relation to students not wishing to partake in religion class or any of the sacraments offered.

## **The School Programme**

Every effort is made here in Scoil Mhuire agus Íde to offer students a broad and enriching educational experience. In addition to the Junior Cycle and Leaving Certificate Programmes we also offer Transition Year, and the Leaving Certificate Vocational Programme (LCVP). SMI also offers a Wellbeing, SPHE and RSE programme to all year groups. The management and staff keep themselves informed of current educational developments for the benefit of the students. The school offers many short modules such as Study Skills Seminars, Digital Media Literacy & Awareness and actively promotes Drug Awareness and Anti-Bullying Awareness for all students. The students are also involved in a wide variety of games and sporting activities. The school respects the sporting backgrounds of all the students who come to us. Students can also engage in many non-sporting extra-curricular activities that are offered depending on the current cohort of students.

## **Admission Statement**

The Scoil Mhuire agus Íde Admissions Policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education.

Scoil Mhuire agus Íde will not discriminate in its admission of a student to the school on any of the following grounds:

- (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.

**Scoil Mhuire agus Íde is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.**

Scoil Mhuire agus Íde 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 a student who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

### **Admission of Students**

Application forms are available online and from the school in September of each year. These forms are to be completed by parents/legal guardians and returned to the school.

In the case of estranged parents of an intending applicant, the application forms will need to be signed by both parents.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section below on Oversubscription 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.

### **First Year Students who are eligible for Admission must:**

- Have reached the required age of 12 years on 1st January in the calendar year following the child's entry into First Year
- Have completed sixth class standard in Primary School, or equivalent
- Be willing to accept the school ethos
- Be willing with parents/guardians to accept the school's Code of Behaviour and sign the declaration and student's diary where this is outlined to confirm this.
- Be willing in to sit an Entrance Assessment

### **Admissions Team**

The Admissions Committee will deal with any applications for enrolment in the Autism Classroom. Only applications received by the deadline will be considered. Members of the Admissions Committee are - Principal, Deputy Principal and Coordinator of AEN in the school.

Late applications will be considered in date order received if not at capacity.

The remit of the panel is:

- To review all applications including reports and documentation relevant to a student applying for a place in the facility in order to meet the criteria.
- To verify the facility's suitability in meeting the needs of the applicant.
- Apply main criteria to decide place allocation
- To make recommendations based on these findings to the Scoil Mhuire agus Íde Board of Management.

## **Oversubscription**

If 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:

Priority of entry to Scoil Mhuire agus Íde will be given to students in the following order:

- (1) Students who have a sibling already in the school or whose siblings were past pupils,
- (2) Children of Scoil Mhuire agus Íde Staff,
- (3) Children who attended a Primary School in our school's traditional catchment area: **Ahalin, Ardagh, Ashford, Ballingarry, Ballyhahill, Broadford, Carrickerry, Croagh, Coolcappa, Courtenay Boys, Feenagh, Gaelscoil, Kilcolman, Killoughteen, Kilmeedy, Loughill, Mahoonagh, Monagea, Raheenagh, Rathkeale, Scoil Íosaf, Shanagolden, Templeglantine, Tournafulla**
- (4) Students residing in the school's traditional catchment area. The parishes are as follows: **Ardagh/Carrickerry, Ashford/Killeedy, Coolcappa/Kilcolman, Croagh/Kilfinny, Feenagh/Kilmeedy, Feohanagh/Castlemahon, Knockaderry/Clouncagh, Tournafulla/Mountcollins, Monagea, Newcastle West, Foynes/Shanagolden, Rathkeale, Templeglantine, Loughill/Ballyhahill.**
- (5) Students whose parent or parents were former pupils of Scoil Mhuire agus Íde.
- (6) Remaining applicants.

**Note 1: If there are insufficient places available to meet demand in a particular category, it will be necessary to allocate these places based on an independently adjudicated lottery conducted in the presence of a nominated member of the Board of Management and a legal nominee of the Board of Management.**

**Note 2: Following such a draw, a waiting list will be established from which students will be subsequently offered a place should one arise.**

**Note 3: The Board of Management reserves the right to verify all information provided by parents. False or misleading information will invalidate an application.**

**Note 4: Students on the waiting list who are offered a place can only be added to the Autism Classroom if a place in mainstream and the Autism Classroom is available.**

### **What will not be considered**

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 preschool or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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.

**Note: In relation to (2) above, parents and grandparents having attended, a school may only apply this criterion 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.

Written Offers will be made to successful applicants once the Board of Management has adopted the same with a closing date of acceptance on each offer letter.

### **Enrolment Procedure**

An Open Day is organised each year for Sixth Class pupils in the Primary Schools in our catchment area where they can view the school. Parents are invited to come and visit the school and its facilities and meet with the Principal and staff members. This is a vital part of our enrolment process and parents and guardians are strongly encouraged to attend this meeting.

Application Forms are available on our website. Applications must be returned by the agreed date stated on the form.

There will be an Entrance Assessment in the Spring, which all incoming First Year students should undertake. This test is used to assess attainment levels to best cater for students according to their needs. It takes place after the enrolment process has been completed and consequently has no bearing on a decision whether to enrol a student.

On completion of the enrolment process, a request will be made for all relevant information to be made available from the student's previous school, including such matters as attendance record, behaviour issues, additional education needs etc. This will assist the school in making appropriate education provision for each student.

## **Decisions on applications**

All decisions on applications for admission to Scoil Mhuire agis Íde 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

**Selection criteria that are not included in our school's Admission Policy will not be used to decide on an application for a place in our school**

## **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 of the school's decision.

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Mhuire agus Íde, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## **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 Scoil Mhuire agus Íde 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 above.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board

of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

**Note: As stated in our Code of Behaviour, the NEWB (National Education Welfare Board) guidelines allow schools to act immediately where the students' continued presence in the school constitutes a real and significant threat to safety.**

### **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 data 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).

## **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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list for mainstream. They can only be added to the Autism Classroom if a place in mainstream and the Autism Classroom is available.

## **Application procedure for pupils after the start of the school year or in a year other than First Year**

Parents/guardians of pupils applying for entry into year groups other than First Year must make an appointment to meet the Principal.

Students are eligible for admission if:

- The school has the capacity to take additional students.
- Space is available in that year group for the forthcoming academic year.
- All subjects previously studied are available.

Parents / Guardians then must:

- Complete a transfer Application Form available from the Principal/office;
- Meet with the Principal / Deputy Principal accompanied by the student, if he/she is less than eighteen years, to discuss:

- o Reasons for transfer
  - o Previous academic progress
  - o An ongoing commitment to study
  - o Previous good behaviour
- Provide a reference from the Principal of the previous school
  - Provide copies of reports including any results from State Examinations and bring necessary practical work from the previous school
  - Confirm, in writing, that the parent/guardians and the student accept the Code of Behaviour and the Ethos of the school.

These applications will be considered using the criteria:

1. School Capacity.
2. Available space in classes.
3. Adequate resources being available at Scoil Mhuire agus Íde to meet the needs of the applicant, including subject options – Curricular provision.
4. Previous behaviour record.
5. The approval of the Board of Management.

Students wishing to apply for a school place during an academic year or into Third Year and Sixth Year will only be considered in exceptional circumstances such as a family moving into the locality.

It may be necessary for a consultation with the Educational Welfare Officer to take place.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parents/guardians, their former school (taking into account the student's disciplinary record, attendance etc.), the Education Welfare Officer, whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board

of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

### **Application procedures for students wishing to repeat the Leaving Certificate.**

The school will make every effort to accommodate students who wish to repeat the Leaving Certificate. However, this will be subject to:

- The subject options available.
- The places available within the subject class groupings.
- The curricular restrictions of each subject area
- The guidelines outlined in the Department of Education and Skills Circular M02/95.
- Students repeating all subjects.

The Parents/Guardians of students wishing to repeat the Leaving Certificate should contact the Principal to arrange a meeting to discuss the possibility of repeating the Leaving Certificate. In deciding whether a student will be allowed to repeat, the Board of Management will consider:

- The student's application to his/her academic studies during her time in the school.
- Any previous breaches of health & safety regulations.
- Any previous interference with the learning of other students.

Applications of recent internal Leaving Certificate candidates will take priority over external applications to repeat. Board of Management approval is required before a student can be granted a place in Sixth Year.

An Autism Classroom place will not automatically accompany a repeat Leaving Certificate student as independence is expected at this stage. This will be reviewed on a case by case basis.

### **International Students including Refugees and Asylum Seekers.**

All International students will be accepted for enrolment, upon application, provided:

1. The school has the capacity to take additional students.
2. The Board has verified the identity of the student and that the application is made by a parent/guardian.
3. There is sufficient space in the appropriate Year Group / Class.
4. That the subjects available suit.
5. Provide copies of academic reports including results unless unable under extenuating circumstances.
6. The parents/guardians register their acceptance of the Code of Behaviour.
7. The student meets with Guidance Counsellor to clarify the suitability of subject choice and of subject levels.

**At no time during the enrolment policy will Scoil Mhuire agus Íde require a fee or any contribution to ensure that a place is provided.**

8. The student is expected to fulfil the Autism Classroom criteria to seek a place in the Autism Classroom.

### **Transfer of Students from other schools:**

Scoil Mhuire agus Íde will make every reasonable effort to facilitate a student seeking a transfer to our school. In the case of students wishing to transfer to Scoil Mhuire agus Íde from another second-level school for any reason whatsoever, information concerning the prospective student's attendance record, educational progress to date, behaviour record and impact on the learning environment for other students in the classroom will be required. The school the student is leaving will be contacted for this information. The application for admission to Scoil Mhuire agus Íde will be judged in the light of this information and subject to a vacancy in a suitable class. If the school considers that the student may have special educational needs, the enrolment application will be considered in the light of the needs of the student.

The school does not accept transfers into the Autism Classroom unless they are transferring into first year and a place in both mainstream and the Autism Classroom are available.

## **Declaration in relation to the non-charging of fees**

The Board of Management of Scoil Mhuire agus Íde or any persons acting on its behalf shall not, except in accordance with Section 64 of the Education (Admission to Schools) Act 2018, 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.

## **Arrangements regarding students not attending religious instruction**

A parent of a student, or a student who has reached the age of 18, who wishes to attend Scoil Mhuire agus Íde without attending religious instruction should make a written request to the Principal. 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

## **Code of Behaviour**

Scoil Mhuire agus Íde has a detailed Code of Behaviour, which is issued to all new students and their parents/guardians on entry. This Code is also available from the school office on request. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates the teaching and learning that is at the heart of the school's educational mission. It also outlines the procedures the school follows when it proves necessary to suspend or exclude a student. At the discretion of the Principal some students may be required to apply for readmission to the school following serious breaches of the Code of Behaviour. Those students may be asked to re-apply during the month of May, for admission to the school for the following academic year. It further outlines the Appeals Procedures available to parents/guardians who may wish to use it. Prospective students and their parents/guardians should familiarise themselves with the school's Code of Behaviour, which they are required to accept and sign. They are further expected to support the school in its enforcement.

## **Appeals Process**

There are two phases in the Appeals Process.

### **1. Review of decisions by the Board of Management**

The parent/guardian of a student, or in the case of a student who has reached the age of 18 years, may request the Board of Management 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.**

### **2. 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)

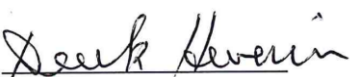
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.


### **Monitoring, Review, Evaluation**

This policy will be monitored on an ongoing basis by the Principal and Board of Management. It will be subject to review and evaluation in keeping with the Whole School Planning Process.

Signed 

**Chairperson BOM**

**Date: 28th Sept 2022**

Signed 

**Principal**

**Date: 28th Sept 2022**

**Reviewed: June 15th 2026**

## **Appendix 1**

### **Additional Admission Criteria for Autism Classroom in Scoil Mhuire agus Íde**

In addition to the general Admissions Policy the following criteria apply to the admission of students to the Autism Classroom in Scoil Mhuire agus Íde;

- Parents/Guardians must fully complete the Mainstream Application Form and contact the office for Appendix 1 of this form to request a place in the Autism Classroom subject to availability.
- The following documents will also be required from applicants seeking a place in the Autism Classroom. All of these must be less than two years old.
- Circular 0039/25 updates the eligibility criteria for admission to all special classes and special schools. Regarding a special class for autism, the following must be provided in support of an application for admission;

Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 as to what educational placement type 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.
- Parental permission to access the applicant's primary school/previous educational setting records, including copies of the most recent Student Support File and records of attainment will be sought. It is desirable that the SEN Co-ordinator in the school speak to the previous school/educational setting personnel to determine the applicant's level of academic achievement.
  - The applicant must be capable of a reasonable level of integration into the whole school environment with the support of the Autism Classroom in the school. Scoil Mhuire agus Íde provides a support class that is an open, inclusive

and unrestricted environment and setting. It is not a highly dependent class. Indicators are that the needs of the student not capable of any level of integration are best met in a Special School placement.

- In the case of oversubscription, Scoil Mhuire agus Íde will follow the criteria outlined for the mainstream school in accepting students to the Autism Classroom. Where a special class is oversubscribed, the Admissions to School Act 2018 requires schools to compile a waiting list for a special class in accordance with their admissions policy. The school must use this list to fill any vacancies arising during the school year in question only. If the school receives late applications for the special class, these applicants should be added to the bottom of the waiting list. These late applicants, even if they are already enrolled in the mainstream classes of the school or are local children and young people, cannot be prioritised over those on the existing waiting list for the special class.

- The parents of the applicant must accept and agree to the school's Code of Behaviour (and the terms of this policy) and our Health and Safety Statement. It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage behaviour using various strategies and through the implementation of the student's Student Support Plan. Where a student's behaviour impacts on a negative way on the other students in the Autism Classroom or other mainstream classes to the extent that their constitutional rights to an education is being interfered with as judged by the Board of Management of the school, the school reserves the right to imply the Code of Behavior and seek NEPS/CDNT advice on placement suitability.

- Admission is always subject to a place being available and resources being sanctioned prior to the admission of the student. Admission is subject to the number of places and classes sanctioned by the NCSE. The limit under Health and Safety Guidelines is a maximum of six students per class. Scoil Mhuire agus Íde will strictly observe this limit. Applications will be considered during the admission period. Late applications will be dealt with in the order in which they are received subject to place availability.

- Acceptance form as issued by the school must be returned within the required time period.

**Support from Outside Agencies eg. CAMHS/CDNT**

Parents please note that a guarantee of support by outside agencies cannot be provided. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are availed of.

## Appendix 2



### Scoil Mhuire agus Íde Annual Admission Notice 2027-28

*Decisions on applications for admission to Scoil Mhuire agus Íde will be based on the school's Admission Policy.*

Admission Policy	-	Available on school website <a href="http://www.smincw.ie">www.smincw.ie</a>
Application Form	-	Available on school website <a href="http://www.smincw.ie">www.smincw.ie</a>
Applications accepted	-	For admission in September 2027 Applications can be made from <b>1<sup>st</sup> October 2026</b> up to and including <b>Thursday, 22nd October 2026</b>  Late applications may be considered in appropriate circumstances
Number of places in Mainstream Classroom	-	135
Number of places in Autism classroom	-	1 (this may change at a later stage)
Date by which places will be offered	-	<b>Friday 23rd October 2026</b>
Method of offer	-	Enrolment Form will be sent
Date by which applicant returns Enrolment Form to accept offer	-	<b>Friday, 6th November 2026</b>
Method of acceptance	-	Enrolment Form returned to school
Withdraw application	-	Application will be considered withdrawn following a written submission of same to School or non-return of Enrolment Form by the deadline

Waiting List

- Waiting list of unsuccessful applicants is maintained in accordance with school's Admission Policy

Places will be offered if they become available

Normally applications to join the school during the academic year cannot be accommodated

*Offer of admission may be withdrawn where it is established that information provided in the application is false and misleading, where the applicant fails to confirm the acceptance of the offer in writing and where the parent/guardian fails to confirm their support of the ethos and policies of the Scoil Mhuire agus Íde.*

***Applicants may request the Board of Management to review a decision to refuse admission***