



# **CORPUS CHRISTI**

## **Primary School, Moyross**

### **Admission Policy of Corpus Christi Primary School**

**School Address: Moyross, Limerick**

**Roll number: 19830W**

**School Patron/s: Bishop Breandán Leahy**

#### **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 19<sup>th</sup> January 2023. 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 Corpus Christi Primary School 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**

Corpus Christi Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Corpus Christi Primary School 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.

### **Mission Statement**

***We see Corpus Christi as a Christian, caring, safe and happy environment. It is a centre of learning where we strive, through education, to develop the whole person. Our school will consistently promote a greater awareness of the roles, rights and responsibilities of all.***

### **3. Admission Statement**

Corpus Christi Primary School 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

- Corpus Christi Primary School 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.
- Corpus Christi Primary School 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.
- Corpus Christi Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Corpus Christi Primary School and it is proved that the refusal is essential to maintain the ethos of the school.
- Corpus Christi Primary School is a school which has established classes, with the approval of the Minister for Education, 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**

##### **(a) In the case of a mainstream school with a SEN class attached**

Corpus Christi Primary School with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Mild General Learning Difficulties and classes for children with 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

### **All Denominational Schools**

Corpus Christi Primary School 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.

### **School with special education class(es)**

The special classes attached to Corpus Christi Primary School provide an education exclusively for students with Mild General Learning Difficulties and Autism. The school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class.

## **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:

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will have regard for relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and /or relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of four years and upwards, though compulsory attendance does not apply until the age of six years. Children applying to enrol in Corpus Christi Primary School must have reached four years by September 30th of the year they will commence school.

In the event that applications for enrolment exceeds/is expected to exceed the number of places available the following decision making process will apply.

- Applicants with siblings currently enrolled in the school, including step siblings resident at the same address.
- Children residing in the parish.
- Children of staff members.
- Random selection (independently verified).

### **MGLD Class**

The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

- A copy of both Baptismal Certificate (if applicable) and a birth certificate to the school.
- A diagnosis from a psychiatrist, psychologist or a member of a multidisciplinary team that has assessed and classified the child as having MGLD and a recommendation for access to a Special Class for children with Borderline MGLD/MGLD within a mainstream school.

2. All applications received by the closing date will be considered by the Admissions Team. Late or incomplete applications will not be considered. The team will include the School Principal, Special Needs Coordinator, Assistant Psychologist, Special Class Teachers and our consultant Clinical Psychologist. The Admissions Team may seek the advice of the school's allocated NEPS psychologists or the multi-disciplinary team supporting the student.

The function of the admissions teams is to:

- Ascertain how many places are to be filled in the MGLD Class. The maximum number of pupils in the class will be 12 pupils.
- Review all applications and all documentation relevant to a child applying for a place in the MGLD class.
- Verify the class's suitability in meeting the needs of the child
- Verify that there is a recommendation from a psychologist for access to a MGLD Special class in a mainstream school.
- Verify the suitability of the child for potential meaningful integration in an age appropriate mainstream class.
- Verify that the child is 4 years old on or before September 1st on the year of enrolment.
- Identify qualifying applicants with reference to these criteria.
- Prioritise each qualifying applicant with reference to selection criteria (Point 3 below)

3. In the event that the number of children that apply for a place is greater than the number of places, such places will be filled on review of Enrolment Applications received in the following order of priority:

- A. Children meeting criteria currently enrolled in the school.
- B. Applicants with siblings currently enrolled in the school, including step siblings residing at the same address.
- C. Children residing in the community.
- D. Children of staff members.
- E. Random selection (independently verified).

4. All unsuccessful qualifying applicants will be placed on the Placement List, in accordance with the above criteria for places that may become available. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management. The Placement List is valid for vacancies which occur in the current school year only. All applications will be reviewed with reference to the selection criteria each year.

5. Parents who are offered a place must accept in writing their child's place within 7 days of receipt of their child's letter of offer. If the school does not receive a letter of acceptance within the 7 day period, the place will be offered to the next child on the Placement List for that school year.

### **Autism Class**

The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

- A copy of both Baptismal Certificate (if applicable) and a birth certificate to the

school.

- A diagnosis from a psychiatrist, psychologist or a member of a multidisciplinary team that has assessed and classified the child as having ASD and a recommendation for access to an ASD Class within a mainstream school.

2. All applications received by the closing date will be considered by the Admissions Team. Late or incomplete applications will not be considered. The team will include the School Principal, Special Needs Coordinator, Assistant Psychologist, Special Class Teachers and our consultant Clinical Psychologist. The Admissions Team may seek the advice of the school's allocated NEPS psychologists or the multi-disciplinary team supporting the student.

The function of the admissions teams is to:

- Ascertain how many places are to be filled in the ASD Class. The maximum number of pupils in the class will be 6 pupils.
- Review all applications and all documentation relevant to a child applying for a place in the ASD class.
- Verify the class's suitability in meeting the needs of the child
- Verify that there is a recommendation from a psychologist for access to an ASD class in a mainstream school.
- Verify the suitability of the child for potential meaningful integration in an age appropriate mainstream class.
- Verify that the child is 4 years old on or before September 1st on the year of enrolment.
- Identify qualifying applicants with reference to these criteria.
- Prioritise each qualifying applicant with reference to selection criteria (Point 3 below)
- To make a recommendation based on these findings to the Board of Management.

3. In the event that the number of children that apply for a place is greater than the number of places, such places will be filled on review of Enrolment Applications received in the following order of priority:

- A. Children meeting criteria currently enrolled in the school.
- B. Applicants with siblings currently enrolled in the school, including step siblings residing at the same address.
- C. Children residing in the community.
- D. Children of staff members.
- E. Random selection (independently verified).

4. All unsuccessful qualifying applicants will be placed on the Placement List, in accordance with the above criteria for places that may become available. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management. The Placement List is valid for vacancies which occur in the current school year only. All applications will be reviewed with reference to the selection criteria each year.

5. Parents who are offered a place must accept in writing their child's place within 7 days of receipt of their child's letter of offer. If the school does not receive a letter of acceptance within the 7 day period, the place will be offered to the next child on the Placement List for that school year.

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:

- Random selection (independently verified).

## **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.
- (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 the special classes 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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Corpus Christi Primary School 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 15 below in relation to applications received outside of the admissions period and section 16 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 Corpus Christi Primary School 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 Corpus Christi Primary School 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 board 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 Corpus Christi Primary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Corpus Christi Primary School 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.

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:

Applications will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. Such applications will be dealt with on a case-by-case basis but will normally only be considered

for admission for the first day of each new term unless the applicant is resident in the area.

All offers of enrolment are subject to acceptance of the School's Code of Behaviour.

#### **MGLD Class**

The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

#### **Autism Class**

Pupils may transfer to the Autism class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above.

*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:*

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

#### **MGLD Class**

The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

#### **Autism Class**

Pupils may transfer to the Autism class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above.

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

This rule applies to all schools.

The board of Corpus Christi Primary School 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.

Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the 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:

Although Corpus Christi Primary School is a Catholic Parish School, no child is discriminated against on the basis of religion. If parents request it, children are not required to participate in religion class. Arrangements are made to send the child to another class during religion time, or the child can do alternate schoolwork in his/her own class, during religion time.

## **18. Reviews/appeals**

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education.

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.

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.

The policy was ratified by the Board of Management of Corpus Christi National School on 25/1/23

Signed: Pat Hogan Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.