



Admission Policy of Rathkeevin National School

School Address: Rathkeevin,
Clonmel,
Co. Tipperary
E91 TX38

Roll number: 17542H

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 **14/09/2020** and **reviewed and ratified by the B.O.M on 13/10/21**. A further review took place in December 2022 in compliance with the Education Act 2022 and reviewed again in December 2024. 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 **Rathkeevin National 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

Rathkeevin National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford & Lismore.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;
- b) and a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference. In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of **Rathkeevin National 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

Rathkeevin Primary School is a school which strives to provide a well-ordered, caring, happy and secure learning environment, where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and addressed.

While **Rathkeevin Primary School** is a school with a Catholic ethos, it also gives due recognition to children of all other religious beliefs and none.

We aim to provide an appropriate, stimulating and broadly challenging education for all of our pupils. We aim to encourage language learning and the appreciation of languages and their place in our culture and heritage.

Rathkeevin Primary School encourages the involvement of parents through home-school contacts and through their involvement in the development and growth of the Parents' Association.

At **Rathkeevin Primary School** we endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for themselves, for other people and for property and to encourage the development of personal responsibility. We aim to prepare our pupils for their place in a modern multicultural society by actively promoting equality and by celebrating the diversity we have within our school community.

We strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Rathkeevin Primary School encourages our pupils to have respect for diversity, be environmentally aware and develop appreciation of our community.

The general aims of primary education in **Rathkeevin NS** as set down by the Department of Education:

1. To enable the child to live a full life as a child and to realise his or her potential as a unique individual.
2. To enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society.
3. To prepare the child for a continuum of learning.

3. Admission Statement

Rathkeevin National 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, '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.

"Rathkeevin National 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.

Rathkeevin National 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."

Rathkeevin National 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 catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

Note for schools: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

“This section is not applicable to our School”.

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

Rathkeevin National School is a **Catholic** school and may refuse to admit as a student a person who is not of (specify denomination) where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Category 1:

- a) Children whose addresses have been traditionally associated with Rathkeevin School (as per the School Roll Books) and those in the Parish of Powerstown/Lisronagh, closer proximity to the school being the determinant.
- b) The siblings of children who are pupils in the school.
- c) Children of school staff.

Category 2:

- a) The children of past pupils of Rathkeevin NS (see note after 4 (f) pg 5 further down).
- b) The siblings of children who were pupils in the school.

Category 3:

Children from other localities.

In each of the above Categories, the sub-categories are of equal standing so that children who live in the parish of Powerstown/Lisronagh do not have a greater right of access to

the school than siblings of children already attending or the children of staff. 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:

Places will be offered according to age, with priority being given to the oldest children. A waiting list will be set up in accordance with the priority listing.

Should a parent/guardian opt to re-apply for enrolment for the following year, such an application will accrue no greater entitlement to an offer of a place than the previous year i.e. places will be allocated according to the categories listed above in the first instance and further delineated with reference to the child's date of birth should the school be oversubscribed.

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:

Insert details of the school's arrangements here

- Proximity to the school will determine a place.

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 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;

Note: It is permitted for the school to include a *Selection Criteria* based on siblings attending or having attended the school and in relation to parents having attended, the school may apply this criteria to a maximum of 25% of the available space 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.

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

8. Decisions on applications

All decisions on applications for admission to **Rathkeevin National 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 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 **Rathkeevin National 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 **Rathkeevin National 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 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 **Rathkeevin National**

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 **Rathkeevin National 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.

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:

- 1. Parents/Guardians contact the school to advise of an interest in enrolling their child. The Education Welfare Act (2000) requires that information concerning attendance and the child's educational progress should be communicated between schools. Parents/Guardians should be advised that all transfers involve the Principal contacting the Principal of the current school.**
- 2. Where possible, a meeting is arranged with the Principal to discuss the possible enrolment. (it is noted that applicants from overseas cannot fulfil their arrangement but communication is a key element for successful enrolment).**
- 3. The Principal should be in a position to advise parents of available space in the**

class grouping into which enrolment is sought. Other considerations may surface during this discussion.

4. Where parents/guardians opt to progress the application, a formal application process should be undertaken, including the provision of information for enrolment, confirmation 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.
5. The date by which applicants will be notified of the decision on the application will be no later than three weeks from the date of receipt of the formal written application.

The procedures of the school in relation to the admission of Junior Infant students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are the same as for late applications and the name of the child will be added to the waiting list for that school year, if one exists. Where the applicant has commenced the school year in another school in the country, the school will follow Steps 1-5 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:

- Such students will be admitted providing there are spaces in the relevant classes.

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

The board of **Rathkeevin National 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.

17. Arrangements regarding students not attending Religious Instruction

The following are the school's arrangements for students, where the parents/guardians have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

1. A written request should be made to the Principal of the school.
2. A meeting will then be arranged with the parent(s), 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 parents/guardians 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 parents/guardians of 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.

The policy was ratified by the Board of Management of Rathkeevin National School on 17/12/2024

Signed: 
Chairperson, Board of Management