

## **Admission Policy of Doon Convent N.S.**

**School Address: Main St., Doon, Co. Limerick, V94 CV48**

**Roll number: 14625T**

**School Patron/s: Archbishop of Cashel & Emly**

### **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 6<sup>th</sup> March 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 **Doon Convent N.S.** admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

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

### **2. Characteristic spirit and general objectives of the school**

**Doon Convent N.S.** is a primary co-educational Catholic school serving a catchment area within the parish of Doon. (see appendix 1)

**Doon Convent N.S.** is under the patronage of the Catholic Archbishop of Cashel & Emly. It is a vertical all-girls school with boys up to 1<sup>st</sup> Class providing primary education for pupils.

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;

1. 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
2. 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
3. d) The formation of the pupils in the Catholic faith,

And which the school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of **Doon Convent N.S.** 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.

**Doon Convent N.S.'s Mission Statement;** Our school aims to provide a happy, secure, friendly, learning environment, where children, parents, teachers, support staff and Board of Management work in partnership, where each individual is valued, encouraged and respected for his / her uniqueness and facilitated to reach his / her full potential in a positive, supportive and Christian atmosphere.

**Doon Convent N.S.** operates under the Rules for National Schools and Department of Education and Skills guidelines. The school is staffed in accordance with the schedule laid out each school year by the Department of Education & Skills. The school is funded by annual grant aid from the Department of Education and Skills.

**Doon Convent N.S.** follows the curriculum prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 & 30 of the Education Act, 1998. All pupils enrolled in the school are expected to participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, SPHE (Social, Personal and Health Education) and Physical Education.

The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church as outlined above. Non- Catholic pupils may be exempted from the religious education programme at the request of their parents. (see section 17 of this policy)

### 3. Admission Statement

**Doon Convent N.S.** will not discriminate in its admission of a student to the school on any of the following:

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

As per section 61 (3) of the Education Act 1998, '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.

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

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

#### **Single Gender Schools**

**Doon Convent N.S.** is an all-girls school with boys up to 1<sup>st</sup> Class and does not discriminate where it refuses to admit a boy/girl applying for admission to this school.

#### 4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 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

**Doon Convent N.S.** provides education exclusively for girls from Infants to 6<sup>th</sup> Class and to boys from Infants up to 1<sup>st</sup> Class and may refuse to admit as a student a person who is not of the gender provided for by this school.

#### 5. 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**

Siblings and stepsiblings of children already enrolled in the school. (the eldest children will have priority in this ranking)

**Category 2**

Children resident in the catchment area (see appendix 1) and / or Children of current staff members (the eldest children will have priority)

**Category 3**

Children of families who are not resident in the catchment area (the eldest children will have priority)  
Late applicants (the eldest children will have priority)

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## 6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school **will not** consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, **other than in relation to a student's prior attendance at—**
  - (I) **an early intervention class, or**
  - (II) **an early start pre-school, specified in a list published by the Minister from time to time;**
- (b) the payment of fees or contributions (howsoever described) to the school;  
**(other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)**
- (c) a student's academic ability, skills or aptitude;  
**(other than in relation to:**
  - **admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or**
  - **admission to an Irish language school, in accordance with the provisions of section 62(9) of the act**
- (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;  
**(other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)**
- (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 Category 1, applicants with siblings currently enrolled)**
- (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.

## 7. Decisions on applications

All decisions on applications for admission to **Doon Convent N.S.** will be based on the following:

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

(Please see section 13 below in relation to applications received outside of the admissions period and section 14 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.

## **8. 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 17 below for further details).

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

In accepting an offer of admission from **Doon Convent N.S.**, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and 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.

## **10. 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 **Doon Convent N.S.** where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

## **11. 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).

## **12. 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 **Doon Convent N.S.** were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of **Doon Convent N.S.** is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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.

## **13. 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 12.

## **14. 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:

From time to time a new family may move into the catchment area and wish to transfer their child(ren) to **Doon Convent N.S.** In this situation, parents wishing to enrol their child(ren) in the school must apply to the Board of Management on the Application for Enrolment Form. Places will be given to such children depending on whether there is an available space, class size, available resources and where appropriate approval of the Department of Education and Skills. Where places are limited and more applications than places are received, places will be filled according to the previously cited Order of Priority in section 6.

The Board of Management will publish the maximum number of pupils at each class level for that year.

(See below: **Appendix 2.**)

Prior to making a determination on the enrolment of a child into any class from Senior Infants to Sixth class **Doon Convent N.S.** will ask parents / guardians to fill in registration forms and request:

- utility bill (electricity, gas, waste collection)
- original birth certificate

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 the same as for students who apply at the commencement of the year – see above.

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

This rule applies to all schools.

The board of **Doon Convent N.S.** or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## 16. Arrangements regarding students not attending religious instruction



The following are the school's arrangements for students, where the parents of 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:

- A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

## 17. 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 Doon Convent NS on 8/3/23

Signed: *Eibhlín B. de Bhácaí* Chairperson, Board of Management

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



**Appendix 1**

**Catchment Area**

Doon Parish

**Appendix 2.**

In respect of the 2022/2023 school year, the maximum number of children for each class level are as follows:

Junior Infants	26
Senior Infants	26
1 <sup>st</sup> Class	26
2 <sup>nd</sup> Class	17
3 <sup>rd</sup> Class	17
4 <sup>th</sup> Class	17
5 <sup>th</sup> Class	17
6 <sup>th</sup> Class	17