



Marymount National School

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Admission Policy of Marymount NS

Ballsgrave, Drogheda, Co. Louth.

Roll number: 19215C
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School Patron: Most Rev Dr Thomas Deenihan

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 ^{6/12/22} [date]. 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 Marymount 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

Marymount National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath

"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:

- (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

Marymount National School caters for boys and girls from Junior Infants to 5th Classes and girls only for 6th class, progressing upwards annually to ultimately become a fully mixed school by September 2023.

Marymount NS does not discriminate where it refuses to admit a boy applying for admission to 6th class in this school under the following circumstances.

For the School Year commencing September 2022 6th class remains all girls only.

Marymount 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 a Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Marymount National School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Marymount National School, will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 required to do so by the Council.

Marymount National School, will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

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.

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

Marymount National School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder

Pupils seeking to enrol in the special class must have:

1. A multi - disciplinary report with a diagnosis of a qualifying ASD DSMIV V or ICD 10 with a recommendation to attend an ASD class attached to mainstream school.
2. A diagnosis made using a professionally recognised clinical and psychological assessment procedure.
3. A recent recommendation (within two years of the proposed admission date) provided by the above professional indicating that a placement in an ASD class in a mainstream school is warranted. A needs analysis / recommendation in respect of each child will also be required in order to provide the best education possible for the child.
4. Suitable resources as per DES guidelines available/in place at the school in order to meet the pupils needs as outlined in the report/s.

Parents please note that a guarantee of support by outside agencies such as the HSE or Enable Ireland cannot be provided by the school. Children who require speech therapy, occupational therapy, physiotherapy etc will be dependent on local services public or private. The school does not have the resources to follow up on these services and it is the responsibility of parents /guardians to ensure that all services are being accessed and availed of and that all reports and recommendations from such services are provided to the class teacher to assist in educational planning.

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

Marymount National School caters for boys and girls from Junior Infants to 5th Classes progressing upwards annually to ultimately become a fully mixed school for school year commencing September 2023.

Marymount National School provides education exclusively for girls at 6th class level as set out below and may refuse a person who is not of the gender provided for at this level.

For the School Year commencing September 2022, 6th class remains all girls only.

From September 2023 all classes will be for both girls and boys.

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

The special class attached to Marymount National School provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder and a recommendation for enrolment in an ASD class attached to a mainstream school and may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

The Board of Management is bound by the Department of Education and Skills Rules for National schools which provide that pupils may only be enrolled from the age of 4 years and up. The Board of Management strongly recommends that applicant children are at least 4 years of age on or before April 30th of the school commencement year.

Parents seeking to enrol their child in Marymount National school must submit a completed application form with an original Birth / Adoption certificate. Applicants will be required to provide evidence of address in the year of enrolment e.g. a current utility bill. Receipt of an application merely confirms that it will be assessed under the criteria laid out in this policy and does not confer any further status on that application.

Parents / Guardians must confirm in writing to the school that the school's code of behaviour is acceptable to them and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

Failure to fully complete forms may result in refusal to admit.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Marymount National School is also responsible for respecting the rights of the existing school community and in particular the children already enrolled. This requires balanced judgements which are guided by the principles of natural justice and acting in the best interests of all the children. Accordingly, the BOM reserves the right to determine the maximum number of children in each separate classroom in any given year, bearing in mind:

- (A) Size of / available space in classrooms.
- (B) Educational needs of children of a particular age.
- (C) Multi-grade classes.
- (D) Presence of children with special educational / behavioural needs.
- (E) DES maximum class average directives.
- (F) As a vertical Urban Band 1 DEIS School, a maximum pupil / teacher ratio of 20:1 applies.

The School is deemed to be full when the total enrolment reaches 1 below the required number for the appointment of an additional teacher.

Enrolment of Children with Special Educational Needs.

In the case of a child with specific educational needs applying to a mainstream class, the B.O.M. may request copies of medical and / or psychological reports in order to assess the school's capability to appropriately provide for the education of the child. In such cases a meeting will be held with the child's parents /guardians. The purpose of the meeting will be to discuss the needs of the child.

Following this meeting and on receipt of all relevant reports, the B.O.M. will assess how best the school can meet the needs identified.

Application where necessary will be made the Special Educational Needs Organiser for additional resources before the required closing date for resource allocation for the year of enrolment.

These resources may include for example access to, or the provision of any or a combination of the following: Visiting Teacher Service, Special Needs Assistant, specialised equipment or furniture, transport services or other.

If necessary a full case conference involving all relevant parties may be held in order to determine how best to meet the needs of the child within available resources.

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:

Priority is given to:

- (a) Siblings including foster or step - siblings of pupils currently enrolled.
- (b) Children resident within Holy Family Parish.
- (c) All remaining applicants.

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 that the number of pupils seeking enrolment in Junior Infants from within any category exceeds the number of available places, then the school will offer places within that category beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.

If two or more applicants are tied for the last remaining place by virtue of shared date of birth, the place will be awarded to the oldest of those by virtue of the time of birth recorded on their birth certificate.

Where twins are tied for the last available place, both will be admitted by way of exception.

In the event that the ASD class is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those eligible applications (see section 4) that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Priority is given to:

- (a) Children already enrolled in the school.
- (b) Siblings including foster or step - siblings of pupils currently enrolled.
- (c) Children resident within Holy Family Parish.
- (e) All remaining applicants.

In the event that there are two or more eligible (see section 4) students tied for a place or places in the ASD class 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 that the number of eligible pupils seeking enrolment in the ASD class from within any category exceeds the number of available places, then the school will offer places beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.

If two or more applicants are tied for the last remaining place in the ASD class by virtue of shared date of birth, the place will be awarded to the oldest of those by virtue of the time of birth recorded on their birth certificate.

There is no exception in the case of twins being tied for one place in the ASD class as the DES has set the maximum number of pupils at 6.

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: a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
other than :(1) Siblings of a student attending 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 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Marymount 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 Marymount 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Marymount 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 students in relation to whom -

1. An application for admission to the school has been received.
2. An offer of admission to the school has been made or
3. An offer of admission to the school has been accepted.

The list may include any or all of the following;

1. The date on which an application for admission was received by the school.
2. The date on which an offer of admission was made by the school
3. The date on which an offer of admission was made by an applicant.
4. The student's personal details including his/ 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 Marymount 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 Marymount 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.

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 a 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 class levels 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 / groups other than the school's intake group are as follows:

Pupils wishing to enrol / transfer from other schools are enrolled subject to the rules governing National Schools as well as our school's own admission policy.

Pupils may enrol subject to school policy, available space and in some cases the approval of the DES.

All fully completed applications including a written acceptance of the school's Code of Behaviour received by the school on or before the date that places become available will be date stamped and evaluated on the basis of the criteria laid out in this policy.

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.
Applicants will be offered a place if there is a place available.
Written confirmation of enrolment will be communicated to the child's previous school (if applicable) and all necessary information transfer will be applied for.
In the event of oversubscription, priority will be given within each category from Senior Infants to 6th Class as follows:
(a) Siblings including foster or step - siblings of pupils currently enrolled.
(b) Children resident within Holy Family Parish.
(c) All remaining applicants.
In the event that there is no place available, the name of the applicant will be added to a waiting list as set out in section 13.

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:
Pupils wishing to enrol / transfer from other schools after the commencement of the school year are enrolled subject to the rules governing National Schools as well as our school's own enrolment policy.
Pupils may enrol subject to school policy, available space and in some cases the approval of the DES.
All fully completed applications including a written acceptance by the parents/guardians of the school's Code of Behaviour received by the school on or before the date that places become available will be date stamped and evaluated on the basis of the criteria laid out in this policy.
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.
Applicants will be offered a place if there is a place available.
Written confirmation of enrolment will be communicated to the child's previous school (if applicable) and all necessary information transfer will be applied for.
In the event of oversubscription, priority will be given within each category from Senior Infants to 6th Class as follows:
(a) Siblings including foster or step - siblings of pupils currently enrolled.
(b) Children resident within Holy Family Parish.
(c) All remaining applicants.
In the event that there is no place available, the name of the applicant will be added to a waiting list as set out in section 13.

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

This rule applies to all schools.

The board of Marymount National School or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

Note: 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:

A written request should be made to the principal of the school. A meeting will then be arranged with the parent (s) or the student as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews / Appeals.

Review of decisions by the Board of Management

The parent of the student, 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 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.

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.

Signed: Ror. Loh Ahu PP.
Date: 7/12/2022.