

Scoil Náisiúnta Uileog de Búrca

Polasaí Iontrála/Admission Policy

**Seoladh na Scoile/School Address: Lochán na mBan, Clár Chlainne Mhuiris,
Co. Mhaigh Eo**

Uimhir Rolla/Roll number: 19972T

Pátrún na Scoile/School Patron: Most Rev. Francis Duffy, Ardeaspag Thuama

1. Réamhrá / 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 25th September 2020. 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 Gaelscoil Uileog de Búrca 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. Spiorad sainiúil agus cuspóirí ginearálta na Scoile / Characteristic spirit and general objectives of the school

Gaelscoil Uileog de Búrca is a Catholic co-educational primary school with a Catholic ethos, under the patronage of the Archbishop of Tuam. As we are a Gaelscoil the medium of instruction is Irish.

“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; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith,
- (d) including preparation for the Sacraments of First Communion and Confirmation.

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 Gaelscoil Uileog de Búrca 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.

In our school, we envisage that:

- The Catholic ethos of the school will be vibrant, visible, and lived out in daily school life.
- The Irish language and wider aspects of Irish culture will enrich our school community.
- Children whose parents wish for them to be educated through Irish will be welcomed and treated equally.
- The health and well-being of every child will remain a central priority.
- Children will be happy, and their happiness will be at the heart of school life.
- There will be an enjoyable, positive, and challenging learning environment where every child can reach their full potential.
- Each child’s self-esteem will be nurtured, fostering responsible and caring citizens.
- Learning will be at the core of everything we do.
- Each child will develop respect for diversity within the school and the wider environment.
- Parents will play a central and valued role in the life of the school.
- The teaching staff will be highly valued and supported.
- A safe and healthy working environment will be provided for all staff.
- The school will demonstrate a strong and ongoing commitment to a greener, more sustainable environment.

3. Ráiteas maidir le hlontráil / Admission Statement

Gaelscoil Uileog de Búrca 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.

Gaelscoil Uileog de Búrca 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 of Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school.

4. Na Catagóirí de Riachtanais Speisialta Oideachais a ndéantar freastal orthu sa scoil/sa rang speisialta / Categories of Special Educational Needs catered for in the school/special class

Gaelscoil Uileog de Búrca is not a designated Special School nor does it have any special classes.

Gaelscoil Uileog de Búrca 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.

Gaelscoil Uileog de Búrca 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.

5. Daltaí a Ligean Isteach / 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.
- c) Gaelscoil Uileog de Búrca 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.

6. Ró-iarratas / 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:

- Children who will be 4 years of age on or before the 1st September of the year for which they are applying who have attained a level of fluency in the Irish language indicative of what would be expected of a student who uses the Irish language as a normal means of communication in a non-educational environment, taking into account the age and any special educational needs of the student concerned and that the said fluency would be likely to regress were the student not admitted to an Irish language school.
- A sibling of a pupil who is attending the school or of a past pupil who attended the school who will be 4 years of age on or before the 1st September of the year for which they are applying.
- Other applicants whose applications were received in the timeframe outlined in our Annual Statement who will be 4 years of age on or before the 1st September of the year for which they are applying.
- Applications received outside the timeframe outlined in our Annual Statement.

Where a parent wishes their child to be considered under the 'level of fluency in the Irish language' provision above, that parent is invited to provide evidence to prove/ display the fluency to the Board of Management's representatives. This evidence must be provided with the application, except when evidence is provided as a result of attendance at a meeting in the school where parents/guardians request the opportunity for such a meeting. The Board of Management will facilitate such a meeting on request, within available resources and in accordance with the Board's arrangements for such meetings.

If the evidence provided is not deemed sufficient, the applicant will be placed in another category according to the Enrolment Policy. An appeal may be made by

email to the Board of Management within a week of receiving the decision. The Board will nominate two different representatives to review the evidence of fluency provided. New evidence of fluency will not be accepted. The Board of Management's decision will be final.

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:

Priority will be given to the eldest applicants.

7. An méid nach mbreithneofar ná nach gcuirfear san áireamh / 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 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;
- (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 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 31st January 2025 only).

8. Cinntí ar iarratais / Decisions on applications

All decisions on applications for admission to Gaelscoil Uileog de Búrca 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. Cinntí a chur in iúl d'iarratasóirí / 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. Glacadh le tairiscint áite ag iarratasóir / Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Gaelscoil Uileog de Búrca, 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. Cúinsí nach féidir tairiscintí a dhéanamh ina leith nó a tharraingt siar / 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 Gaelscoil Uileog de Búrca 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. Sonraí a roinnt le scoileanna eile / 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. Liosta feithimh i gcás ró-iarratais / 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 Gaelscoil Uileog de Búrca 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 Gaelscoil Uileog de Búrca 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. Iarratais Dhéanacha / 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.

15. Níosanna imeachta maidir le daltaí a ligean isteach i mblianta eile le linn na scoilbhliana / 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 for Senior Infant Classes

If there are spaces available in the Senior Infant class but the number of applications exceed the number of spaces available, school places will be offered in line with the criteria for Junior Infant classes.

Applications for classes other than Infants

- Newly registered children may be accepted in classes Rang 1- Rang 6 if there are spaces available in the class and if, in the opinion of the Board of Management, the child's fluency in Irish is sufficient enough to allow her/him take part in the class and to not require other pupils to communicate in a language other than Irish with him/her. It is the responsibility of the parent to include evidence of same to the Board of Management in the application. The decision to accept a child in any other class other than Junior Infants is made by the Board of Management and their decision is binding.
- If there are spaces available in any class but the number of applications exceed the number of spaces available, school places will be offered in line with the criteria for Junior Infant classes. Evidence of a satisfactory level of Irish must be provided before an offer can be made. If the Board deems the evidence as insufficient, the space will be offered to the next applicant.

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:

Same as above.

16. Dearbhú maidir le gan táillí a ghearradh / Declaration in relation to the non-charging of fees

The board of Gaelscoil Uileog de Búrca 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. Sochruithe maidir le daltaí nach bhfreastalaíonn ar theagasc reiligiúnach / Arrangements regarding students not attending religious instruction

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

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.

18. Athbhreithnithe/achomhairc / 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 a 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 gov.ie.