

Admissions Policy

May 2024

St Mary's Convent Primary School
Bunscoil Clochar Mhuire

Patrick Street
Trim
Co. Meath
C15WF98

Roll number: 166460

School Patron: Roman Catholic Bishop of Meath

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 in May 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 St Mary's Convent Primary School'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. It is also included in this policy.

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

St Mary's Convent Primary School is a mixed, vertical primary school with a Catholic ethos under the patronage of the Bishop of Meath.

"Catholic Ethos" in the context of a 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) a living relationship with God and with other people
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (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 St Mary's Convent primary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

3. Admission Statement

St Mary's Convent Primary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender of the student or the applicant in respect of the student concerned,
- (b) the civil status of the student or the applicant in respect of the student concerned,
- (c) the family status of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation of the student or the applicant in respect of the student concerned,
- (e) the religion of the student or the applicant in respect of the student concerned,
- (f) the disability of the student or the applicant in respect of the student concerned,
- (g) the race of the student or the applicant in respect of the student concerned,
- (h) the membership of the Traveller community of the student or the applicant in respect of the student concerned, or
- (i) because 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.

St Mary's Convent Primary School is co-educational from Junior Infants to First Classes, inclusive, and girls only from Second to Sixth classes, inclusive. It does not discriminate where it refuses to admit a boy applying for admission to Second to Sixth Classes in this school.

St Mary's Convent Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

St Mary's Convent Primary School is a school which has established two Speech and Language Classes (SLD) one class for children with Mild General Learning Disabilities (MGLD), and in September 2024, a special class for Autism, with the approval of the Minister for Education and Skills, which provides an education exclusively for students within these categories of special educational needs and may refuse to admit to these classes a student who does not have the category of needs specified.

No child may attend Bunscoil Clochar Mhuire who would reach their fourteenth birthday in Sixth Class.

Children's names used in the school will be as per Birth Certificate or Deed Poll Certificate. Application for Enrolment Forms to be submitted in accordance with the dates on the annual admission notice.

Parents/guardians who wish to enrol pupils during the school year are also required to complete a Registration Form.

St Mary's Convent Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St Mary's Convent Primary 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."

St Mary's Convent Primary 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.

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

St Mary's Convent Primary School, with the approval of the Minister for Education and Skills, has established one class to provide an education exclusively for students with MGLD (Appendix A), two classes for students with SLD, (Appendix B) and, in September 2024, one class to provide an education exclusively for up to six students with Autism. (Appendix C) Admission of children to our SLD and MGLD classes is set out in the appendices.

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

St Mary's Convent Primary School provides education on a co-educational basis for students from Junior infants to First class. From the start of 2nd class to 6th class, St Mary's Convent Primary School provides an education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

St Mary's Convent Primary School is a Catholic school under the patronage of the Bishop of Meath, and may refuse to admit as a student a person who is not Catholic, where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to St Mary's Convent Primary School provides an education exclusively for students with MGLD, SLD, and ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs or where the student does not satisfy the admissions criteria provided for by this school.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Selection Criteria

Ultimate responsibility for the implementation of the enrolment policy rests with the Board of Management of the school. As a general principle, children will be enrolled on application, provided that there is space available.

Where there is oversubscription for places, the following criteria will be used in deciding the order of priority for enrolment, with the exception of pupils wishing to enrol in our Mixed Class (class for children with Mild General Learning Ability), Speech and Language Classes, and the special class for autism. Please see Appendices for Selection criteria.

1. Brothers and sisters (including step-siblings, resident at the home address) of children already enrolled or previously enrolled in St Mary's or our sister school St Michael's - priority to the eldest.
2. Children of current school staff - priority to the eldest.
3. Children living within the Catholic Parish of Trim – priority to the eldest.
4. Children outside the Catholic Parish of Trim-priority to the eldest

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:

Children whose home address is closest to the school (as measured by a straight line on an OS map).

If these students are twins, triplets etc. the offer will extend to all.

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

8. Decisions on applications

All decisions on applications for admission to St Mary's Primary School will be based on the following:

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

(Please see section 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 19 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Mary's Convent Primary School, you must indicate—

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

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by St Mary's Convent Primary School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a 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 St Mary's Convent Primary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Mary's Convent Primary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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.

Code of Behaviour

Parents/guardians who apply to enrol their children will be given a copy of the school's Code of Behaviour. An agreement signed by the parents/guardians to abide by the Code of Behaviour must be returned to the school in advance of enrolment.

Suspension: For serious misbehaviour or continuous misbehaviour pupils may be suspended by the Principal for a maximum of three days. Internal or external suspension will be at the discretion of the principal. This period may be extended, at the discretion of the Board of Management.

Suspension may occur when:

- The pupil's behaviour has had a seriously detrimental effect on the education of other students
- The pupils continued presence in the school at this time constitutes a threat to safety
- The pupil is responsible for serious damage to property
- A single incident of serious misconduct may be grounds for suspension.

Expulsion: A pupil may be expelled from school on the authority of the Board of Management.

Any behaviour involving criminal offences Gardaí will be automatically involved.

Any behaviour involving Child Protection will be reported to relevant authorities.

A copy of the school's Code of Behaviour is attached to this policy document, (as required by the Education Welfare Act 2000.)

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 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: See section 5 above.

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

The Board of Management of St Mary's Convent Primary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

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

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 and Appeals

Review of decisions by the board of Management

Parents 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 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.

This policy will be reviewed in November 2024.

St Mary's Convent Primary School
ANNUAL ADMISSION NOTICE
in respect of admissions to the 2024/2025 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/2025 school year is available as follows: –

To download at: www.stmarystrim.ie

On request: By emailing oifig@stmarystrim.ie or writing to: St Mary's Convent Primary School, Patrick Street, Trim, Co. Meath, C15WF98.

Admissions to St Mary's Convent Primary School for the 2024/2025 school year

Application and Decision Dates for admission for 2024/2025 school year.

The following are the dates applicable for admission to Junior Infants/First Year:

The school will commence accepting applications for admission on	Sunday October 1st 2023
The school shall cease accepting applications for admission on	Friday January 26th 2024
The date by which applicants will be notified of the decision on their application is	Friday February 2nd 2024
The period within which applicants must confirm acceptance of an offer of admission is	Friday February 9th 2024

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Special Class Application and Decision Dates for admission for 2024/2025

The following are the dates applicable for admission to the school's Special Classes which caters for children with Autism

The school will commence accepting applications for admission to the special class on	20/05/2024
The school shall cease accepting applications for admission to the special class on	10/06/2024
The date by which applicants will be notified of the decision on their application for admission to the special class is	14/06/2024
The period within which applicants must confirm acceptance of an offer of admission is	21/06/2024

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Appendix 1 MGLD Class

Admission Criteria to the Mixed Class i.e. class for children with Mild General Learning Disability shall be in accordance with St Mary's Enrolment Policy, with the following addenda:

1. Pupils have a recommendation for entry from a psychologist or other relevant professional. The recommendation to be supported by a diagnosis of MGLD or Borderline MGLD [I.Q. <80].
2. Where a child is too young to be assessed or his/her ability has not yet been fully determined, the Board of Management retains the prerogative to review the suitability of that child to remain in the class when assessment of ability has been fully determined.
3. Qualifying pupils will be accepted as per the NCSE Guidelines and on the recommendation of local SENO.
4. In order to facilitate the delivery of an integrated programme, a maximum class size of eleven pupils shall apply. In the event of applications exceeding this limit, the criteria for oversubscription in our general admissions policy will apply.

Appendix 2 Speech and Language Classes

***NORTH EAST REGION
LANGUAGE CLASS ADMISSION CRITERIA
Amended on approval of local language class admission/discharge committees
Proposed amendment April 2021***

Selection Criteria required for entry to the Language Class follows closely the Department of Education's guidelines and are as follows:

1. A primary diagnosis of Developmental Language Disorder (D.L.D), previously referred to as Specific Speech +/- Language Impairment (S.S.L.I).
2. Assessment on a battery of standardised tests by the child's therapist should place performance in one or more of the main areas of speech and language development at least -2SD below the mean.
3. If a child is bilingual and additional languages are spoken in the home, SLT professional bodies state that it is not appropriate to use standardized SLT assessments based on English language norms as the scores will be invalid. For bilingual children, descriptive and qualitative assessments including response to SLT intervention over time should be used to give an approximate age equivalent indicating a severe language disorder.
4. If a Specific Speech Disorder is present, the disorder must be considered at least moderate i.e. often unintelligible.
5. The Speech and/or Language Impairment is not attributable to permanent hearing impairment, emotional/behavioural disorders, physical disability/A.S.D.
6. Non-verbal performance IQ must be within the average range or above.
7. The child is of school going age and it is the optimal time for the child to receive maximum benefit from a language class placement.
8. The child and family are living within County Meath at the time of the admissions /discharge meeting.
9. The child will have attended SLT for a minimum of 6-12 sessions.

Footnote:

- **N.B:** The child may present with a primary diagnosis of Developmental Language Disorder at school entry. However, through the process of intervention, the child's profile may be found to reflect an underlying disability such as Learning Disability/A.S.D etc and will be recommended for discharge at the end of his/her academic year.
- **A rating scale is used as a guideline to prioritise children using the following factors**
 - nature of speech/language impairment
 - severity of speech/language impairment

Professional judgement will be applied to the rating scale. Language class placements are not allocated on the total priority score alone, but also on the consensus of the multidisciplinary members of the language class committee.

NORTH EAST REGION
LANGUAGE CLASS DISCHARGE CRITERIA
Amended on approval of local language class admission/discharge committees
Proposed amendment April 2021

Discharge from the Language Class will occur at the end of the academic year if a child meets any one or a combination of the following:

1. On a battery of standardised speech and language assessments the majority of speech and language skills are within normal limits. The child is scoring –1SD to +1SD (SS=7 to 13).
2. If a child is bilingual and additional languages are spoken in the home, SLT professional bodies state that it is not appropriate to use standardized SLT assessments based on English language norms as the scores will be invalid. Descriptive and qualitative assessments & response to SLT intervention over time should be used to give an approximate age equivalent.
3. The primary diagnosis is no longer Developmental Language Disorder. As a result of diagnostic assessment/therapy, the child's current profile may be one of:

-Attention Deficit Disorder etc.

-Attention Deficit Hyperactivity Disorder.

-Autistic Spectrum Disorder.

-General learning disability.

-Specific learning disability etc.

4. The child is no longer of National School going age.
5. The child has made maximum gain within the Language Class setting i.e. language skills have plateaued and/or are commensurate with overall level of ability.
6. The child's needs would be more appropriately met in another educational setting e.g. special class.
7. Parents have requested that the child be discharged.

The maximum length of placement within a Language Class is two years, but in exceptional circumstances a final third year may be sanctioned by the Admission/Discharge committee.

Appendix 3 Special Class for ASD

In 2024, St. Mary's Primary School, with the approval of the Minister for Education and Skills, established one class to provide an education exclusively for up to six students with Autism. The aim of this class is to promote growth and learning in an atmosphere of inclusion and mutual respect by focusing on students' strengths. Where appropriate, consideration will be given to inclusion/integration in an age appropriate mainstream class for part of or all of the day. This can be social or academic inclusion. Inclusion/integration is only considered when the inclusion of the child with or without an SNA, will not impact negatively on the education of the other children or on the health and safety of the pupils or staff of the school. Inclusion will be discussed at each IEP meeting and at other intervals considered necessary by the parents or school staff.

Criteria for Admission to our ASD classes:

A child will be offered a place when all of the following requirements have been met:

1. A fully completed application form for enrolment and all available reports have been submitted to the school by the parents/guardian.
2. The class is intended for students who have a current (within the last year before date of application) multi-disciplinary report with a diagnosis of ASD meeting DSM IV/V or ICD-10 diagnostic criteria, evidence of complex needs and have a recommendation for a special class. The class is for all students who meet these criteria irrespective of cognitive ability. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure.
3. The school has an available place within the appropriate ASD class.

In the event that the special class 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 to the Primary Classes that meet the enrolment criteria as set out above:

1. Children that have been accepted for places in St Mary's Junior infants mainstream classes for the school year 2024/5 who fulfil the criteria for admission to a special class.
2. Pupils enrolled in St Mary's Junior infants in this current school year 2023/4 who fulfil the criteria for admission to a special class.

3. Pupils enrolled in other mainstream classes in St Mary's where it has been demonstrated that the pupil requires the support of a special Class because he/she is unable to learn effectively in a mainstream class for most or all of the school day even with appropriate supports and where the pupil fulfils the criteria for admission to a special class.
4. Siblings of a pupil (including step siblings and foster siblings) attending the school, who fulfil the criteria for admission to a special class.
5. Children residing in Trim Parish who fulfil the criteria for admission to a special class.
6. Children residing outside Trim Parish who fulfil the criteria for admission to a special class.

In the event that there are two or more pupils 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:

- Admission will be by age within each category, beginning with the youngest, until all the places are filled.

Note- The rationale for priority in each category being the youngest is that research shows that early diagnosis of and interventions for autism are more likely to have major long-term positive effects on symptoms and later skills