



Admission Policy of Scoil Gort na Léime

School Address: Gortaleam, Dunmore, Co. Galway

Roll number: 18686N

School Patron/s: Diocese of Tuam

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.

This policy will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Gort na Léime 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 will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Gort na Léime is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Tuam where the full range of classes are taught from Junior Infants to Sixth Class. 'Catholic Ethos' in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church. We are an inclusive school and cater for children of all abilities.

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 Scoil Gort na Léime shall uphold and be accountable to the patron for so upholding, the religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The mission of Scoil Gort na Léime is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all of our pupils to develop to their full potential as persons; socially, spiritually, morally, physically and academically.

We are committed to providing a learning environment which is free from discrimination, threats, bullying and or harassment for all staff and pupils. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student centred education that nurtures the strengths, talents and potential of all.

The school endeavours to provide an ordered environment, which fosters discipline and respect while promoting good behaviour and mannerly and positive interactions. Acceptance of a place in the school is deemed to be an acceptance of the Code of Behaviour.

In order to be validly enrolled as a pupil in Scoil Gort na Léime, parent(s) must confirm that they accept the Code of Behaviour.

This policy should be read in conjunction with our other school policies, including our Code of Behaviour, Child Safeguarding statement and Policy, Anti Bullying Policy, Special Educational Needs Policy etc. Such school policies are available in hard copy on request via the school.

***Note:** For parents please read parent(s)/Guardians.

3. Admission Statement

Scoil Gort na Léime 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

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Gortaleam NS 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.

☒ Gortaleam NS 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.

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.

All denominational Schools

Scoil Gort na Léime is aco-educational Catholic Primary School whose objective is to provide education in an environment which promotes certain religious values. The Admissions Policy of Scoil Gort na Léime will not discriminate on the religious ground of the student or the applicant in respect of the student concerned or a person who is not Roman Catholic. It is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs catered for in the mainstream classes in our school

- Scoil Gort na Léime embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs. The school welcomes applications from children with special education needs. Such applications will be processed in accordance with the provisions of this policy.
- Pupils with special educational needs will be resources in accordance with the level of resources provided by the Department of Education and Skills (DES) and the National Council for Special Education (NCSE).
- Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs. This meeting is not a condition of enrolment.

Special Classes

Gortaleam NS has one Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 24 months immediately preceding the Student's application to the Special Class.

Special Class Selection process:

Gortaleam NS will apply the selection process as follows:

Enrolment in the Special Class for Children with Autism (ASD Class)

Gortaleam National School

Gortaleam National School operates a **Special Class for Children with Autism**, sanctioned by the **Department of Education** with support from the **National Council for Special Education (NCSE)**. This class provides a supportive, structured environment tailored to the individual learning, communication, and social needs of children with Autism Spectrum Disorder (ASD). The class has a maximum enrolment of **six pupils**, in line with NCSE guidelines.

Admission Criteria:

To be considered for enrolment, the following criteria apply:

1. **Diagnosis:**
The child must have a *primary diagnosis of Autism Spectrum Disorder*, confirmed in a **multi-disciplinary report** (e.g., clinical psychologist, paediatrician), using DSM-5 or ICD-10 criteria.
2. **Recommendation for Placement:**
The report must recommend placement in a **special class within a mainstream primary school**, stating this is the most suitable educational setting.
3. **Age Range:**
Children must be **between 4 and 12 years old** at the time of admission and eligible for primary education.
4. **NCSE Support and Resources:**
Admission is subject to available places **and confirmation that the necessary supports (e.g., SNA access, transport, specialist equipment) have been approved by the NCSE** for the child's needs.

Application Process:

- Parents/guardians must submit a completed **Application for Enrolment** form, along with all relevant professional reports.
- Applications will be reviewed by the Principal and the Admissions Committee, in consultation with **NCSE personnel where necessary**.
- Admission decisions consider:
 - Compliance with the above criteria
 - Suitability of the class to meet the child's needs
 - Current capacity in the Autism class

- o The school's ability to provide an appropriate and safe educational experience

When a place becomes available in the school's Autism class classes. All applications will be reviewed in terms of suitability of placement; the school must satisfy itself that it can meet the needs of any potential applicant and must also take into account the needs of the children already enrolled in the Autism classes. A significant part of the school's ethos centres on the pillar of inclusion.

Thereafter, having met the criteria for admission to the Autism Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the Autism Class. This process is continuously carried out until all available places have been offered and accepted.

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

Scoil Gort na Léime 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.

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:

Criteria for Enrolment

While recognising the right of parents to seek to enrol their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of Scoil Gort na Léime reserves the right to determine the maximum class sizes. The Board of Management will adhere to the DES guidelines on pupil/teacher ratio in multi-grade classrooms.

Criteria used to prioritise places for Junior Infants

Where the number of applicants for Junior Infants exceeds the number of places available the school will offer places in the priority order 1 through to 4 of the categories outlined below in order to determine admission into Junior Infants for up to an including 30th September of the year of admission.

The priority order, in the following order, is as follows;

Category 1: Siblings of present pupils

Category 2: Applicants whose families have had past association with Scoil Gort na Léime and historic catchment area.

Category 3: Ages of children – priority given to eldest

Category 4: All other applicants

There will be a lottery system and independently verified.

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:

A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above. Where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the order of priority the applicant has been placed on the list.

Please see our Annual Admission Notice for full details on important dates enrolment procedure for Junior Infants.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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;
- (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;
- (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

8. Decisions on applications

All decisions on applications for admission to Gortaleam NS 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 Gortaleam NS 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 Scoil Gort na Léime 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 ---

- An application for admission to the school has been received.
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted.

The list may include any of all the following:

- The date on which an application for admission was received by the school
- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- 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 Scoil Gort na Léime 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 Scoil Gort na Léime 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.

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:

An application for a place in Scoil Gort na Léime will only be considered should a vacancy exist. The Board of Management reserves the right to determine the maximum number of pupils enrolled in accordance with DES guidelines on Teacher/pupil ratio in a multi-grade classroom. (please see [section 6](#) above which outlines criteria for enrolment) The Board reserves the right to change this number should relevant circumstances change.

The school will follow guidelines as above for admission of pupils.

Pupils may transfer to the school at any time but normally on the first day of a new term subject to admissions policy and available space.

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

This rule applies to all schools.

The board of Scoil Gort na Léime 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

This section must be completed by schools that provide religious instruction to students.

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. Requested 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.