**Admission Policy of CBS Primary**

**Common Enrolment Policy for Ennis Schools**

**School Address: New Road, Ennis, Co. Clare V95NX02**

**Roll number: 16677c**

**School Patron: Bishop Of Killaloe**

## **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 [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 CBS Primary 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.

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

CBS Primary is an Edmund Rice school, founded upon Gospel values and our Catholic tradition. The staff of CBS Primary want to create a climate of physical, emotional, social, and intellectual safety for students, teachers and parents so that teaching and learning can occur within relationships of mutual valuing and respect.

With this in mind, the teachers of the school see education not just as providing students with knowledge and skills but also as providing for the emotional, social, sexual, physical and spiritual development of students.

In this school we want students to be self-motivated and to be at peace with themselves, others and the world. Achievement of these aspirations by the school requires the help and co-operation of students, teachers and parents.

## **Admission Statement**

CBS Primary will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. the ground that the student or the applicant in respect of the student concerned has special educational needs
10. Schools with special education class(es)

CBS Primary is a school which has established classes, 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.

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.

CBS Primary 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.

CBS Primary 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.

## **Categories of Special Educational Needs catered for in the school/special class**

**In the case of a mainstream school with a SEN class attached**

CBS Primary with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with qualifying Speech and Language difficulties and a class for children with an Autism Spectrum Disorder

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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.
3. School with special education class(es)

The special class(es) attached to CBS Primary provides an education exclusively for students with qualifying Speech and Language difficulties and the school 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.

1. The special class attached to CBS Primary provides an education exclusively for students with autism spectrum disorder and the school may refuse admission to this class, where the student does not meet the criteria set out in Appendix A.

## **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:

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| **1.**  **Siblings and Staff**  On an equal basis, applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address) and children of school staff, priority eldest;  **2. Parish**  **a.** Children residing in the parish and who are 1.5km or less in walking distance from the school, priority eldest; This will be measured by Google maps, using Eircode to Eircode walking distance.  **b.** All other children residing in the parish, priority eldest.  **3.** **Past pupils**  Children and or siblings of past pupils, priority eldest;  **4.** **Others**  All other applicants, priority eldest.  **Please note, a copy of a utility bill may be asked for as proof of address.** |

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:

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| **They will be arranged in order of age, priority eldest.**  **If born on the same day, then by lottery.** |

## **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:

1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí
2. the payment of fees or contributions (howsoever described) to the school;
3. a student’s academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;
7. 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 the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply these criteria to a maximum of 25% of the available spaces as set out in the school’s annual admission notice).

1. 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).

## **Decisions on applications**

All decisions on applications for admission to CBS Primary 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 15](#_Procedures_for_admission) below in relation to applications received outside of the admissions period and [section 16](#_Declaration_in_relation)  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.

## **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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from CBS Primary, 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.

## **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 CBS Primary where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **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.

## **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 CBS Primary 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 CBS Primary 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.

## **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.

## **Procedures for admission of students to other years and during the school year**

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| Applications for enrolment during the school year will be considered subject to school policy, enrolment cap, available space and the provision of information concerning attendance and the child’s educational progress.  Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.  Applications to enrol into classes other than Junior Infants intake may be received by the school at any time during the year. In the event that the school is full (650 pupils) or the Junior Infants intake procedure has not yet been addressed, then the parents will be informed of the situation and the student will be placed on a transfer list (if an application to enrol is received). This list is populated in chronological order of receipt of application to enrol (stamped with the date of receipt in the office).  When a place becomes available in the school, and the Junior Infant intake procedure has been addressed, then it will be offered to applicants on the transfer list in order. |

## **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of CBS Primary or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

## **Arrangements regarding students not attending religious instruction**

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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:  Children will remain in class but not participate in the religious instruction and will be given other work to do.  In the case of school religious ceremonies, non-participating children are provided with a supervised classroom for the duration. |

## **Reviews/appeals**

**Review of decisions by the board of Management**

The parent of 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.

## **Refugees**

In the case of a humanitarian crisis such as war, and where Ennis is in receipt of large numbers of refugees, the Board of Management may temporarily create additional places in the school to share the administrative burden with other schools in the town. This is a response only to exceptional circumstances, and does not apply to refugees who wish to transfer into CBS Primary from any other school in Ennis or its environs.

The numbers of places made available will be in increments of 5, up to a maximum of 20.

0 to 5 – On arrival of the first wave of refugees from a definable crisis (e.g. war or other established criterium for refugee status has been met). No terms or conditions applied.

5-10 – As above, except his will be made available once it is established that most other schools (3+) in Ennis are also accepting refugees.

10-15 – This will be made available if all schools in Ennis are taking numbers and transport has become an obstacle for remaining students (i.e. we are the nearest available school that is within walking/scooting/cycling distance).

15-20 – As above but only if most other schools (3+) in Ennis are saying they are full.

The additional places will be created temporarily to respond to the influx of refugees due to a humanitarian crisis and will be removed if and when the refugees leave Ennis. This will be operated separately from the normal enrolment procedures of the school. This means that transfers and Junior Infant enrolment numbers will be independent of this temporary response.

**Appendix A: ASD Class Enrolment Procedures**

The Special Class for children with autism opens in September 2024.

This special class caters primarily for children resident in the parish of Ennis. The Board of Management notes the Department of Education and Skills’ policy to allow Boards of Management of recognised Primary Schools to establish similar ASD classes in their schools, and indeed comply with the National Council of Special Education when they deem one is needed in a school.

The ASD (Autistic Spectrum Disorder) Class in CBS Primary is a class for children:

* who have a recognised ASD diagnosis.
* who have been recommended for placement in an ASD Class in a mainstream Primary School.
* who have the potential to integrate into a mainstream, age appropriate class.

NOTE:

* + - 1. All placements will be reviewed annually in order to ensure that the placement continues to be appropriate for each child.
      2. The maximum class size is 6 pupils.

**Aim**

We aim to offer a positive and meaningful educational experience, for children who are on the Autistic Spectrum and which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm.

Our ASD class offers an autism specific learning environment within a mainstream co-educational primary school. This setting facilitates optimum inclusion in mainstream education as part of the school community, as appropriate, while having due regard for levels of general learning disability, resources and each child’s current suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting his/her areas of need. We will strive to enhance the communicative and social skills of the children in the ASD class.

**Enrolment Procedure**

The number of places available will be published in the Annual Admissions Notice.

A school Enrolment Application Form then completed.

The Enrolment Application form for the ASD class must be accompanied by all of the following supporting documentation supplied by parents:

1. The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or team.
2. Original Birth Certificate.
3. A written psychological assessment /report or a written Report from a multi- disciplinary Team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. (Please note all reports on a child should be provided to the school for assessment by the Principal and SET team.
4. There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. In this regard it should be noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review.

* The closing date for applications will normally be included on the Admission Notice as outlined in our School’s Admission Policy.
* Completed applications will be responded to within 21 days of the closing date for receipt of applications.
* All applications received by the closing date will be considered.
* The school may seek the advice of the school’s allocated NEPS psychologist and/or the school’s NCSE-appointed SENO (Special Educational Needs Organiser) to aid enrolment decision making.

Factors taken into consideration during the enrolment process are:

1. Diagnosis – Child must be diagnosed as being on the Autistic Spectrum and have a recommendation for placement in a special class attached to a mainstream school.
2. Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level.
3. Appropriateness – Child must be capable of accessing the Primary School Curriculum.

Once the School is satisfied that the child presents as fulfilling the requirements in 1,2,3 above, places will be allocated in accordance with the criteria set out below. The School may request further information or a meeting with the parent and the child in the school setting, if deemed to be necessary. The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications will be considered on a case by case basis.

NOTE: The receipt of the enrolment application forms, psychological report and written recommendation is not a guarantee of enrolment. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Admissions Committee, consisting of the Principal, the ASD class teacher and, if deemed necessary by the school, a psychologist from NEPS or the school’s SENO.

Before allocating places the Admissions Committee will:

* Review all applications and all documentation relevant to a child applying for a place in the class for pupils with ASD.
* Come to a decision on the suitability of the class for pupils with ASD to meet the needs of the child.
* Verify that there is a recommendation from a recognised Psychologist for placement in a special class in a mainstream school.
* Come to a decision as to the suitability of the child for potential meaningful integration in an age appropriate mainstream class.
* Verify that the child is 4 years old on or before August 31st on the year of enrolment.

Places will be allocated in the ASD class in accordance with the following criteria and in the following order:

1. Pupils currently enrolled in our mainstream school and seeking to transfer to the ASD class.
2. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address).
3. Children of current school staff.
4. Children living within the Ennis Parish
5. If any places remain, they will be allocated on the basis of age, the eldest child/children enrolled first, according the child’s/children’s Birth Certificate.

**Transfers**

Pupils may transfer to the ASD class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above. The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received for the application to be deemed fully completed.

Placement

* After placement in the class a Student ‘Support Plan Plus’ will be provided for the child. This plan will include an input from all parties involved with the education of the child. The Class teacher will prepare an annual Support Plan Plus which will be reviewed in the Spring as is the Special Education Teaching policy in the school. It is up to the professional opinion of the teacher involved if the IEP needs to be updated more frequently.
* Each child in the ASD class will be assigned to an age-appropriate mainstream class for integration purposes provided that this is in the best interests of the child, while having due regard to the educational benefit of all pupils enrolled in our school. Every opportunity will be used to promote inclusion in mainstream classes provided the child is ready for this step and has the necessary supports in place.
* A review will take place at the end of the child’s first year (and at the end of each subsequent year) to assess whether the child’s placement is appropriate. The review will be carried out by school staff with parental involvement.

The first year in the Class will be used to:

* Assess the child’s educational needs.
* Develop a Student Support Plan to address identified needs.
* Assess whether the child’s placement is appropriate.

Considering the Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding available, the school supports the principles of:

* Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need.
* Equality of access and participation in the school.
* Parental choice in relation to enrolment.
* Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

**Discharge**

It is school policy to facilitate the discharge of pupils once they have completed 6th Class and/or reached the age of thirteen after September 30th in any year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable post-primary School. CBS Primary will facilitate all transfer of records/reports as well as assist with any information required about students.

Discharge from the ASD Class may also happen if a pupil is fully integrated into the mainstream school.