Scoil Chomáin Naofa
Roundfort NS
Hollymount,
Co. Mayo
F12TX04

Roll no; 17082W
www.roundfortns.net
094-9540177

SCHOOL ADMISSION POLICY DIOCESE OF TUAM

Name of School: Scoil Chomáin Naofa
Address: Roundfort, Hollymount, Co. Mayo
Roll Number: 17082W
Patron: Most Reverend Francis Duffy, Archbishop 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.

The policy was approved by the school patron on 17th September '23. 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 Scoil Chomáin Naofa 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.
- Scoil Chomáin Naofa 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.
- Scoil Chomáin Naofa 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.

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aspects of the school 'ethos', the following characteristics are experienced and promoted as essential elements in the establishment of a supportive and positive 'ethos'.

- In Scoil Chomáin Naofa, where the ethos is that of a Christian Catholic school, religious instruction, in accordance with the doctrine and tradition of the Catholic Church is part of the education given to children who belong to that Church.
- The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion and Confirmation, in accordance with arrangements in the diocese.
- Prayer is a feature of the school day.
- The school aims at promoting the full and harmonious development of all aspects of the pupil, including his / her relationship with God, with other people and with the environment.
- The Principal and teaching staff aim at maintaining high professional standards and creating a safe and happy environment.
- A spirit of mutual respect is promoted within the school community. Pupils are drawn by example and teaching to appreciate and respect people of different religious affiliations and of different nationalities.
- Close contact is maintained between school and home. Parents / guardians and teachers support one another and collaborate with one another in leading the children to the fullness of their potential at the different stages.
- The ancillary staff in the school are highly esteemed and respected. It is recognised that their work makes a valued contribution to the process of education.

Mission Statement

- Scoil Chomáin Naofa, is a co-educational, Catholic, primary school which. Our overall objective is to motivate and assist our pupils to provide themselves with the knowledge, the basic skills, and the deposition, which will enable them to enjoy a happy, useful and fulfilling life.

- Scoil Chomáin Naofa, is a school with a Catholic ethos, it also has due recognition for all other religions.

- Scoil Chomáin Naofa, will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

- Scoil Chomáin Naofa will encourage the involvement of parents through home/school contacts and through their involvement our Parents' Association.
- Scoil Chomáin Naofa, will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

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All denominational schools

Scoil Chomáin Naofa is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic 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 to be used:

1. Children who are four years of age before the first day of the academic year who have siblings currently enrolled in the school. (If the applications within categories exceed the number of places available, older children will have precedence.)
2. Children who are four years of age before the first day of the academic year and **whose parent is an employee of the school**. (If the applications within categories exceed the number of places available, **older children will have precedence.)**
3. Children who are four years of age before the first day of the academic year and who live within the **traditional geographical catchment area of the school**,
4. Children who are four years of age before the first day of academic year who live in **the parish of Kilcommon and Robeen** (If the applications within categories exceed the number of places available, **older children will have precedence.)**
5. Children not in the above named categories and who are four years of age before the first day of the academic school year. (If the applications within categories exceed the number of places available, **older children will have precedence.)**

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:

- If the applications within categories exceed the number of places available, **older children will have precedence.**
- If, in the event that one place is available and the next two children are twins; both will be taken.

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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 Scoil Chomáin Naofa, 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.
(iii) Whether it is your intention to accept the place offered to you by Scoil Chomáin Naofa.

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 Chomáin Naofa, 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.

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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 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:

- Pupils may transfer to the school, subject to the enrolment policy of the school, available space, and either with approval of the Department of Education & Skills ***or*** when a transfer is made because of a change of the ordinary residence of the child. Such applications will be dealt with on a case by case basis.
- A pupil who leaves the school and who is struck off the rolla/POD, and who subsequently wishes to return to the school must reapply to the Board of Management in writing.
- Parents/guardians who request a school place will be given an enrolment policy and an enrolment form. When the enrolment form has been received by the school, the parent/guardian will be informed if there is a place available.

16 Declaration in relation to the non-charging of fees

The board of Scoil Chomáin Naofa , 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.

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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, in writing,** 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, in writing,** 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 as necessary in light of experience. This policy was approved by the school's Board of Management on 11th March '25.

Signed: Brid Clesham Date: 11/03/25

Ms. Brid Clesham (Chairperson, Board of Management)

Signed: Alan Canny Date: 11/03/'25

Ms. Alan Canny (Principal)