



# Admissions Policy

# Admission Policy of Scoil Mhuire Murroe

Address: Murroe, Co. Limerick V94 X6T7

Website: [www.murroens.ie](http://www.murroens.ie)

Roll number: 18600A

School Patron: Archbishop Kieran O'Reilly

## 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 19<sup>th</sup> 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 the admission process of Scoil Mhuire Murroe are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## 2. Characteristic spirit and general objectives of the school

Scoil Mhuire Murroe is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Kieran O'Reilly of Cashel & Emly diocese.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people
- (b) including the intellectual, physical, cultural, moral and spiritual aspects
- (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 Scoil Mhuire Murroe 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.

## Mission Statement

At Scoil Mhuire Murroe it is our mission to provide the best possible educational experiences for our pupils so that each child reaches his/her potential in an environment where they learn respect for themselves, for others and the society in which we live.

## 3. Admission Statement

Scoil Mhuire Murroe will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Mhuire Murroe is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## 4. Admission of Students

This school shall admit each student seeking admission except where:

- a) the school is oversubscribed (please see [section 5](#) 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 Mhuire Murroe is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## 5. 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:

1. Children residing in the parish, priority eldest
2. Children of staff members, priority eldest
3. Random selection (independently verified by Principal and member of PA)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

(Priority to eldest in accordance with the above criteria – or as determined by BoM)

## **6. 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 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;
- (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.

## **7. Decisions on applications**

All decisions on applications for admission to Scoil Mhuire Murroe will be based on the following:

- a) Our school's admission policy
- b) The school's annual admission notice (where applicable)
- c) 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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.

## **8. 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 17](#) below for further details).

## 9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Mhuire Murroe, 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.

## 10. 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 Mhuire Murroe 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 9](#) above.

## 11. 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).

## 12. 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 Mhuire Murroe 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 Mhuire Murroe 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.

### 13. 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 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 12](#).

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

*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 Mhuire Murroe 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 Mhuire Murroe 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.*

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 30<sup>th</sup>.**

### 15. Declaration in relation to the non-charging of fees

The board of Scoil Mhuire Murroe 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.

## 16. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

## 17. Reviews/appeals

### **Review of decisions by the Board of Management**

The parents/guardians 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 parents/guardians of 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)

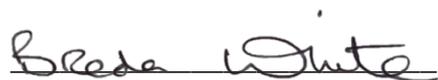
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

The policy was ratified by the Board of Management of Scoil Mhuire Murroe on 5<sup>th</sup> March 2020

Signed:



Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.





## Enrolment Application Form

### SCOIL MHUIRE MURROE 2021/2022

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address (at which the applicant resides): \_\_\_\_\_

\_\_\_\_\_

Name and class of sibling(s) currently enrolled: \_\_\_\_\_

\_\_\_\_\_

Parish in which the applicant resides: \_\_\_\_\_

***Parent(s)/Guardian(s) Details:***

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Signature 1 (Parent/Guardian): \_\_\_\_\_ Signature 2 (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications must be returned to **Scoil Mhuire Murroe** no later than **3.00 pm** on **January 31st**



## SCOIL MHUIRE MURROE

Murroe National School  
Murroe, Co Limerick  
Tel: (061) 386116

### Enrolment Registration Form

Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender \_\_\_\_\_

Language: Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?  
Yes  No

Date & Place of Baptism: \_\_\_\_\_

PPSN of Pupil: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mother's email \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_(mobile) \_\_\_\_\_(work) \_\_\_\_\_(home)

Father's Name: \_\_\_\_\_ Father's email \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_(mobile) \_\_\_\_\_(work) \_\_\_\_\_(home)

Name and Address of Playschool attended (if any): \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Previous School attended (if any): \_\_\_\_\_

Class in that school: \_\_\_\_\_

Name of Family Doctor: \_\_\_\_\_

Arrangements to be made if child is ill at school: \_\_\_\_\_

If your child has any medical or other problems, e.g. allergies, please give details:

Does your child have any difficulty with speech, hearing or vision? \_\_\_\_\_

If yes, please give details:

Has your child been referred for any assessment (public or private) in any of the above areas?

\_\_\_\_\_  
If yes, please give details:

Has your child been referred for any assessment (public or private) of Special Education Needs?

\_\_\_\_\_  
If yes, please give details:

A plaster will be applied for minor cuts at school. Please tick the box if you do **not** want a plaster applied

Do you give permission for your child to take part in the Stay Safe Programme and the RSE Programme?

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Are the guardianship rights of either guardian limited in any respect? Yes  No   
If Yes, please provide details

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Is there any Legal Order under family law relating to your child that the school should know about?  
Yes  No

**(The school must be made aware of any court order that affects the child's welfare, also the name of any person into whose custody the child should not be given)**

If Yes please provide the school with relevant details

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Please give a list of people who will collect your child from school e.g. (crèches, relatives etc.) **If any changes occur to this please inform school on that day.**

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#### **Acceptance of Code of Behaviour**

I have read and accept the Code of Behaviour of Scoil Mhuire Murroe

\_\_\_\_\_ (Signature of Parent/Guardian)

#### **Consent for school videos and photographs**

Videos are made and photographs are taken regularly at school for purposes of recording an educational event. These may be posted on our school website. Photographs are placed in the annual parish newsletter and occasionally are used in the media for promotion of our school.

I \_\_\_\_\_ give consent for my child/children to be videoed/photographed for school purposes throughout their time at Scoil Mhuire Murroe and for those videos and photographs to be used as described above.

I \_\_\_\_\_ **do not** give consent for my child/children to be videoed/photographed for school purposes throughout their time at Scoil Mhuire Murroe and for those videos and photographs to be used as described above.

**Please include copy of your child's Birth Certificate with this form**

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_