

Appendix 2

DES CL 0007/2020 Commencement of Certain Sections of the Education Admission to Schools Act 2018 Changes to School Admission Processes

An Roinn Oideachais
agus Scileanna
Department of
Education and Skills



Circular No. 0007/2020

To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools
and the Chief Executives of Education and Training Boards

COMMENCEMENT OF CERTAIN SECTIONS OF THE EDUCATION (ADMISSION TO SCHOOLS) ACT 2018

Changes to school admission processes

1. Purpose of Circular

The Minister for Education and Skills wishes to bring to the attention of school authorities the commencement of a number of sections of the above act which will require changes to school admission policies and processes. The new arrangements will apply to school admissions for the 2021/22 school year and subsequent years. The new arrangements do not apply for admission to the 2020/21 school year.

2. New arrangements to school admission processes

The new arrangements will involve the following changes to school admission policies:

- **Admission Policy**

All boards of management are required to draft a new admission policy in accordance with the act's requirements following consultation with the patron, the staff of the school and parents of current pupils. The new policy must contain a statement that the school will not discriminate against an applicant for admission on any of a number of grounds specified.

The new draft policy must be forwarded to the Patron for approval. On approval by the Patron the new school admission policy must be published by the school. The necessary steps are set out in the link below for your information.

- **Annual Admission Notice**

Each board of management must also prepare an Annual Admission Notice outlining specific information in respect of the application process for admission to the school year in question. This notice must be published a minimum of 1 week prior to a school accepting applications for admission.

- **Applications Process**

Boards of management cannot accept applications prior to the 1st October in the year preceding the intake year. For example for the intake group for the 2021/22 school year, schools cannot begin accepting applications for admission before the 1st October 2020.

This circular is not a legal interpretation of the Education (Admission to Schools) Act 2018. Nor is it exhaustive in setting out the Act's provisions and requirements. It is the responsibility of each relevant school authority to familiarise themselves with the requirements of the Education (Admission to Schools) Act 2018 and to have in place the necessary policy, procedures and practices to ensure compliance with it.

3. Sections of the Education (Admission to Schools) Act 2018 commenced in 2018.
(this section should be read in conjunction with the FAQ document referenced below)

The Minister also wishes to remind managerial authorities of the following sections in relation to school admissions which were commenced in 2018 and are currently operational:

- School Fees

Recognised schools are prohibited from charging fees or seeking payment or contributions for admission to or for continued enrolment in a school.

- Religion as a selection criterion

Since 3rd October 2018 primary schools are prohibited from using religion as a selection criterion in school admissions. However there are protections in this provision to ensure that a child of a minority faith, can still access a school of their faith.

- Special Classes

The Minister has a power to compel a school to make additional provision in respect of children with special educational needs, where the National Council for Special Education (NCSE) has identified a need for such provision within an area.

- Co-operation between Boards

Schools can share information in relation to school admissions in order to assist with the efficient admission of students.

4. Templates and Frequently Asked Questions

The Department has published on its website a template admission policy and template annual admission notice, along with a FAQ document to assist school authorities in relation to any queries they might have regarding the new admission process. These documents are available at the following links:

- [Commencement of Certain Sections of the Education \(Admission to Schools Act\) 2018-FAQ](#)
- [Template Admissions Policy](#)
- [Template Annual Admissions Notice](#)

5. Circulation and Queries

A copy of this circular should be provided to all members of the board of management/Education and Training Board and the staff of each school. A copy should also be provided to the parents association.

This circular may be accessed on the Department of Education and Skills website at www.education.ie. An Irish version of this circular is also available on the Department's website.

Enquiries regarding this Circular should be emailed to the Department at:
schoolgovernance@education.gov.ie

Paraic Joyce
School Governance
06 February 2020

Template admission policy

Admission Policy of [name of school]

School Address:

Roll number:

School Patron/s:

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 [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 [school name] 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.

2. Characteristic spirit and general objectives of the school

This section must be completed by all schools.

3. Admission Statement

[School Name] 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.

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

Schools must retain any of the following statements that apply to them and delete those that do not:

Single gender schools

[Name of school] is an all-boys/all-girls (delete as appropriate) school and does not discriminate where it refuses to admit a boy/girl applying for admission to this school.

Post-primary denominational schools

[Name of school] is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of (insert details of particular religious denomination concerned) in preference to others.

Primary schools receiving applications from applicants of a minority religion

[Name of 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.

All denominational schools

[Name of 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

Special schools

[Name of school] is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

Schools with special education class(es)

[Name of school] is a school which has established a class, 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.

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

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

Schools must retain the following statements that apply to them and delete those that do not:

(a) In the case of a special school

[School name] with the approval of the Minister for Education and Skills, provides an education exclusively for students with (insert details of category or categories of SEN the school caters for).

(b) In the case of a mainstream school with a SEN class attached

[School Name] with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with (insert details of category or categories of SEN the special class caters for).

Note for schools: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

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

Additional information must be included (as applicable) in this section.

Schools must retain any of the following statements that apply to them and delete those that do not:

A school that admits students of one gender only

[School Name] provides education exclusively for boys/girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Post-primary denominational schools

[School Name] is a (specify denomination of school) and may refuse to admit as a student a person who is not of (specify denomination) where it is proved that the refusal is essential to maintain the ethos of the school.

Special School

[School Name] provides an education exclusively for students with [specify category or categories of special educational needs] and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

School with special education class(es)

The special class attached to [School Name] provides an education exclusively for students with [specify category or categories of special educational needs] 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.

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:

Insert selection criteria here

Note: In the case of a primary school that intends to give priority in admission to a student of a minority religion in accordance with section 7A of the Equal Status Act 2000, the school must include details of the arrangements for same here (see FAQ number 15) (delete if not applicable)

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:

Insert details of the school's arrangements here

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, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a student's academic ability, skills or aptitude; (other than in relation to:
 - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
 - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (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; (other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)
- (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, 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 this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(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 (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to [school name] 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](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 [school name], 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 [school name] 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.

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 [school name] 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 [school name] 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:

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:

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

This rule applies to all schools.

The board of (name of 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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:

18. 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.

[SCHOOL NAME]
ANNUAL ADMISSION NOTICE

in respect of admissions to the 20XX/20XX school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the [insert school year] is available as follows: –

To download at: [www.\[schoolwebsiteaddress\]](http://www.[schoolwebsiteaddress])

On request: By emailing [school email address] or writing to : [school office address]

PART 1 - Admissions to the [insert school year concerned] school year

Application and Decision Dates for admission to [insert school year concerned]

The following are the dates applicable for admission to Junior Infants/First Year (delete as appropriate)

The school will commence accepting applications for admission on	
The school shall cease accepting applications for admission on	
The date by which applicants will be notified of the decision on their application is	
The period within which applicants must confirm acceptance of an offer of admission is	

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 to [insert school year concerned]

The following are the dates applicable for admission to the school's Special Class which caters for children with [insert details of category/categories of SEN catered for in the class] -

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

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

Number of places being made available in [insert school year concerned]

The number of places being made available in junior infants/first year(delete as appropriate) is	
The number of residential places is (boarding schools only)	
The number of non-residential places is (boarding schools only)	
The number of places being made available in the special class* catering for children with [insert category or categories of SEN catered for in the special class] is	

(*Note: If school has a number of classes that cater for different categories of SEN, details of the numbers of places for each SEN class must be provided)

The following text applies only to schools that made offers of school places in respect of the 2021/22 school year and those offers that were accepted prior to 1 February 2020. It should be deleted in all other cases.

[School Name] has made offers of school placement which have been accepted prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020, the number of those places offered and accepted for [junior infants/ first year intake group for 20XX/20XX] is:

PART 2 - Admissions to the [insert previous school year] school year

(This section should only be completed if your school intake group/ special class was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for [Junior Infants/1st year]/[Special Class] for the (XXXX) school year

In respect of the [insert school year prior to that to which the admission notice applies] school year, the total number of applications for admission received by the school was _____

Breakdown of places allocated for the xx/xx school year:	
Number of places available:	
Number of applications received:	
Number of Offers made and accepted under each criteria:	A description of each criterion used and the number of places offered and accepted under that criterion must be entered here. Example, as follows: Criterion One: Applicants living in the catchment area – 40 places offered, 38 places accepted. Criterion Two: Applicants with siblings attending the school – 20 places offered, 20 places accepted.
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	



Commencement of Certain Sections of the Education (Admission to Schools Act) 2018

Frequently Asked Questions

This FAQ is intended as a guide to assist schools and should be read in conjunction with the provisions of the Education Acts 1998-2018, the Equal Status Acts 2000-2018 and the Education (Welfare) Act 2000.

The purpose of this FAQ is to provide guidance to patron(s), schools and parents on the revised arrangements required by the act for school admissions. The FAQ covers the steps that must be followed by the school's board of management and patron(s), from preparation of the revised draft policy to the point of an offer of a school place being made and accepted, in addition to sections for parents and other general information relating to school admissions.

Templates for an [Admission Policy](#) and [Annual Admission Notice](#) for schools are available.

NOTE: This FAQ is not a legal interpretation of the legislation and the information/guidance in this document does not constitute legal advice. It is the responsibility of each school authority to read and familiarise themselves with the requirements of the legislation. Furthermore, it is the responsibility of each school authority to satisfy itself, having regard to its own legal advice, if required, that it has met any obligations that arise under the legislation.

It should also be noted that many of the issues addressed in this FAQ are linked and readers should therefore be careful not to read individual questions in isolation but should read this document in its entirety and in conjunction with the associated documents and information and the relevant legislative provisions.

Key Dates

- 1 February 2020 – Schools have 3 months from this date to draft their admission policy
- 30 April 2020 – The draft admission policy must be submitted to the patron for approval by this date
- 15 September 2020 – The date by which the admission policy must be fully approved and returned to the board by the patron
- 1 October 2020 – The first day that schools can start accepting applications for the intake group for the 2021/22 school year

Key Documents

- School Admission Policy
- Annual Admission Notice
- Application Form for admission to school

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Section 1 – Preparing the Admission Policy – Guidance for Boards of Management and Patrons

1. What steps do boards of management and patron(s) need to take when preparing and approving the school's admission policy?

- (a) The board of management ('the board') must consult with the patron(s), parents of students attending the school and staff of the school when preparing the draft admission policy.

Section 62 of the act deals with the new processes around admission policies. This section requires the board to consult with parents, staff and the patron(s) before drafting the policy and this is a once off process and is not required on an ongoing basis, except where a school decides to review the policy at some future date. Where a board decides to review its admission policy at a future date it must repeat the process of consultation and approval as if it was publishing the policy for the first time.

- (b) The board must prepare a draft of their admission policy before 30 April 2020.

In accordance with the act, boards have three months after the commencement of section 62, on 1 February 2020, in which to prepare their draft admission policies i.e. 30 April 2020. As all schools have existing admission policies the drafting of the new admission policy as required by the legislation should not involve significant changes for the majority of schools.

A template Admission policy document can be found at the following link: [Admission Policy Template](#)

- (c) The board must forward the draft admission policy to the patron(s) for approval.

The patron(s), upon receipt of the draft admission policy, must approve the policy. However, if the patron(s) wishes to make modifications to the draft policy they should return the policy to the board so that the modifications can be completed. The board must then make any specified modifications within 2 weeks and return the policy to the patron(s) for approval.

The patron(s) must approve the draft policy or the modified draft policy, as soon as practicable but in any case no later than 15th September.

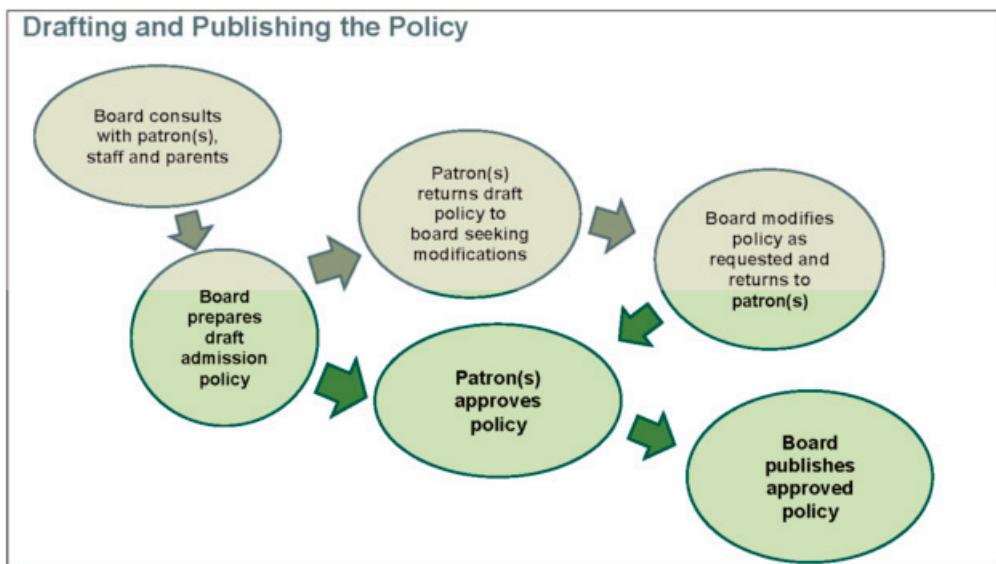
The patron(s) must then forward the approved admission policy to the board of management for publication.

- (d) The board must publish the approved policy.

The board must publish the new policy on a publicly available website maintained by the school i.e. the school's website. However, the new policy must not be published before 1 September 2020. This is necessary to ensure that there is no confusion and that the policy applies to the intake group for 2021/2022 and subsequent years and does not apply to applications for admission to the 2020/2021 intake group.

For future years, should a board revise its admission policy, it will have 2 weeks from the date of receipt of the approved policy from the patron(s) to publish the policy on the school's website. The admission policy must be maintained on the school's website until such time as it is updated and replaced by a new policy. The policy must also be available on request from the school.

The process of preparing and seeking approval for the draft admission policy is set out below:



Section 2 – Admission Process

2. How do schools run their admission process?

(e) The board must prepare and publish the school's Annual Admission Notice

Boards must prepare and publish an Annual Admission Notice which must contain certain information, as set out in the response to question 8 below.

The Notice must be published at least 1 week before a school can accept applications for admission.

Schools cannot accept applications before 1 October in the year preceding the school year for which application to the intake group is being made.

The notice must be published on the school's website and must remain there for the duration of the school year.

The notice must also be made available on written request.

Further information on the admission notice can be found at [8 below](#) and a template document can be found at the following link: [Annual Admission Notice Template](#)

(f) The school accept applications for admission

Schools must accept applications in accordance with the dates set out in their Annual Admission Notice.

(g) The school makes decisions on applications for admission

Decisions by schools in respect of applications for admission to the intake group must be notified to the applicant within 3 weeks of the closing date for receipt of applications as set out in the notice.

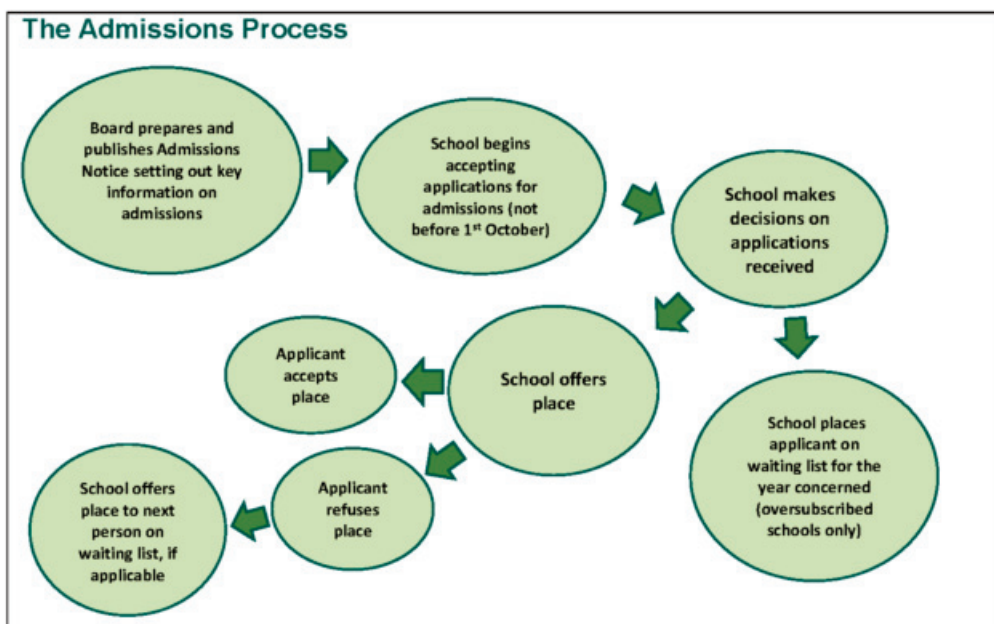
Decisions in relation to applications to the intake group received after the closing date set out in the notice should be notified to the applicant within 3 weeks of receiving the application.

Further information around the decision making process is available at section 4 below.

An offer of a school place must be accepted within the timeframe set out in the Annual Admission Notice. Schools must provide applicants with details of the period during which they must accept the offer.

Schools that are oversubscribed must compile a waiting list of students whose application to the school was unsuccessful. This waiting list must remain valid for the duration of the school year concerned only and must be used to fill any vacancies that arise during that year.

All schools must accept and decide on late applications to the intake group. Places must be offered where there are still places available. Schools that are oversubscribed must place unsuccessful applicants on the waiting list for the school.



3. What are the key dates for school admission processes?

Schools cannot accept applications before 1 October in the year preceding the school year for which application to the intake group is being made. Schools have discretion as to when they start their admission process as long as it is after 1 October in the previous year.

The publication of the school's Annual Admission Notice will provide parents with all of the key information on the school's admission process. The notice must be published on the school's website at least 1 week before a school can begin accepting applications for admission for the year concerned and the notice must remain there for the duration of the school year.

Section 3 – School Admission Policies

4. Is there any guidance on what a school's admission policy must include?

As an aid to boards in preparing their admission policy, the Department has published a template admission policy which is available ([here Template Admission Policy](#)).

The act requires that a school's admission policy must contain certain mandatory elements. Most schools will already have many of these elements in their existing policy. The template will assist schools in ensuring that their new policy meets all of the requirements of the legislation.

5. Must every school's admission policy contain an admission statement?

The act requires that certain information must be contained in every school's admission policy. One of these pieces of information is the Admission Statement. Every school must provide in its Admission Statement that it will not discriminate against an applicant for admission on any of the specified grounds as follows: the gender, civil status, family status, sexual orientation, religion, disability, race, member of traveller community or special educational needs. The Department's [template admission policy](#) sets out what this statement must entail.

In addition the categories of schools set out at (a) to (f) below must include additional information in their statement.

Note: Some schools may need to include statements under more than one of these headings as set out below:

- (a) **A school that admits students of one gender only** must include a statement that the school does not discriminate in relation to the admission of students where it refuses to admit as a student a person who is not of that gender.
- (b) **A denominational post-primary school** must include a statement that the school does not discriminate in relation to the admission of students where it admits persons of a particular religious denomination in preference to others.
- (c) **All denominational schools (primary and post-primary)** must include a statement that the school does not discriminate in relation to the admission of students where it refuses to admit as a student a person who is not of a particular religious denomination and it is proved that the refusal is essential to maintain the ethos of the school.
- (d) **A minority religion primary school** must include a statement that the school does not discriminate in relation to the admission of a student who is a member of a minority religion in accordance with section 7A (inserted by section 11(b) of the Education (Admission to Schools) Act 2018) of the Act of the Equal Status Act 2000.
- (e) **Special schools** - A school providing education exclusively for students with a category or categories of special educational needs must include a statement that the school may refuse to admit a student who does not have the specified category of special educational needs concerned.
- (f) **Schools with a special class** - A school that has established a special class providing education exclusively for students with a category or categories of special educational needs must include a statement that the school may refuse to admit to the class concerned a student who does not have the specified category of special educational needs concerned.

***NOTE:** The act does not require special schools and special classes providing for a category or categories of special educational need (SEN) to change their current status. The current arrangements in relation to the category or categories of SEN provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

The school must also specify in its admission policy the category or categories of SEN catered for in the special school/class concerned.

6. What selection criteria are schools allowed to include in their admission policy?

Schools will continue to have discretion in relation to their admission criteria and how they are applied. However, there are certain criteria that are specifically prohibited by the act.

Otherwise, the criteria to be applied by schools and the order of priority are a matter for the schools themselves. However there are two key points to note:

- Firstly, the selection process and the admission policy on which it is based must be non-discriminatory and must be applied fairly in respect of all applicants.
- Secondly, it should be noted that selection criteria not included in the school's admission policy cannot be used to determine whether a student can gain admission to a school.

7. What selection criteria are schools prohibited from including in their admission policy?

When deciding on an application to the school or placing a student on a waiting list a school cannot take into account the matters listed below whether as selection criteria or otherwise as part of its admission processes or in its decision making on applications. There are a limited number of exceptions which have been highlighted in red:

- (i) a student's prior attendance at a pre-school or pre-school service
(other than in relation to a student's prior attendance at—
(a) an [early intervention class](#), or
(b) an [Early Start Preschool](#),
specified in a list published by the Minister from time to time.)
- (ii) the payment of fees or contributions (howsoever described) to the school
(other than in relation to:
(a) fees charged by fee charging post-primary schools, which schools are specified in a list of fee charging post-primary schools published by the Minister;
(b) fees charged by boarding schools, specified in a list of boarding schools published by the Minister from time to time, insofar as those fees relate solely to the cost of providing residential boarding places;
(c) fees charged by schools that provide post leaving certificate courses (PLCs), insofar as those fees relate to the cost of providing those courses;
(d) fees charged by schools that provide further education and training courses, in respect of those courses.)
- (iii) a student's academic ability, skills or aptitude
(other than:
- in relation to admission to (a) a special school or (b) a special class but only insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- where an Irish language school gives priority, in accordance with the provisions of section 62(9) of the act, to a student who has attained a level of fluency in the Irish language.)
- (iv) the occupation, financial status, academic ability, skills or aptitude of a student's parents
- (v) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
(other than in the case of admission to the residential element of a boarding school or to a PLC or further education and training course run by a school.)

- (vi) 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, a school may many use this criterion to fill a maximum of 25% of the available places as set out in the school's annual admission notice.)

- (vii) 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 means that a school cannot apply a selection criterion based on the date of application but it does not prevent the school from requiring applications to be submitted within the timeframe set out in their Annual Admission Notice.

NOTE: A school may apply a selection criterion based on a pre-existing waiting list (a waiting list that was in existence prior to 1 February 2020), provided that that school had prior to 1 February 2020 confirmed in writing to a person who had made an application or an expression of interest in applying for a place in the school and the student concerned had been placed on a waiting list for the allocation of places in the school year concerned. This exception will cease to exist on 31 January 2025.

Section 4 – Annual Admission Notice

8. What is the annual admission notice?

Section 63 of the act requires all boards to prepare and publish an Admission Notice each year. This notice must be published on the school's website at least one week prior to the school commencing its annual admission process.

The notice must provide details about how to obtain a copy of the school's admission policy and application form for admission.

The notice must also provide the following information regarding the admission process for intake group of the school for the school year concerned:

- The date on which the school shall commence and cease accepting applications for admission to the school for the school year concerned (there must be a minimum period of 3 weeks)
- The date by which the applicant shall be notified of the decision in relation to their application, (this must be within 3 weeks of the closing date, or within 3 weeks of the application date for late applications)
- The date/period by which the applicant shall confirm acceptance of the offer of admission;
- That the offer may be withdrawn if the applicant does not accept the offer of admission within the timeframe set out
- In relation to the school year concerned:
 - the number of school places available in the intake group,
 - in the case of a boarding school, the number of residential and the number of non-residential places available
 - in the case of a school with a special class the number of school places available in the special class concerned
- In the case of a school where the intake group or special class was oversubscribed in the year prior to the year for which admission is sought, the admission notice must include a statement

setting out the number of applications received and the number and order of offers made in that school year in respect of each of the school's selection criteria

- In the case of a school, where offers have been made and accepted for the school year concerned, prior to the commencement of section 62, (i.e. prior to 1 February 2020), that the school should include the number of such school places offered and accepted

A [template Annual Admission Notice](#) has been provided and may be used when drafting this document.

Section 5 – Further Information in relation to admissions processes for Schools

9. How can schools manage their admission processes where applicants have applied to more than one school?

In order to facilitate an efficient admission process for schools and applicants, the act allows schools to share the following information:

- The date an application was received.
- The date an offer was made.
- The date an offer was accepted.
- A student's identifying personal details (to ensure that it is the same person applying to both schools).

It is a matter for the schools concerned to agree and put in place arrangements for any sharing of information under the act.

The Department's primary online database (POD) has a pending enrolment list function which, if used by schools in a timely manner, will provide a conflict notification if the student is listed as pending for another primary school.

More information on the 'pending enrolment' function is available on the Department's website at the following link: [Primary-Online-Database-POD-/pod-instruction-pending-enrolment-instructions.pdf](#)

This facility is not available on the Post-Primary online database (PPOD).

10. What happens to waiting lists in existence prior to the commencement of the relevant provision on 1 February 2020?

Where applications or expressions of interest were received by the school before 1 February 2020 and where a school had also before 1 February 2020, confirmed in writing that the applicant had been placed on a list for the purposes of allocating school places in the year concerned, places on such waiting lists may remain valid and a school may apply a selection criterion based on such a waiting list. However, such waiting lists will cease to exist, as set out in the act, five years from the commencement of section 62 i.e. on 31 January 2025.

11. What happens to school places that were offered and accepted before 1 February 2020?

Places in schools which were offered and accepted by applicants before the commencement of section 62 remain valid.

12. How will new waiting lists operate?

Where a school is oversubscribed in any particular year, it will be required to compile a waiting list of students whose applications for admission to the intake group were unsuccessful due to the school being oversubscribed. The school must use this list to fill any vacancies arising during the school year in question only.

13. Can Irish Medium Schools give priority to Irish speaking students?

The act makes provision for Irish medium schools (where it is their policy to do so) to give priority in admission to students where the school is satisfied that the student has attained a level of fluency in the Irish language, and where such fluency would be likely to regress if the student were not admitted to an Irish medium school.

Key points to remember:

- An applicant may, when making an application for admission to an Irish language school include a statement confirming that -
 - the student has attained a level of fluency in Irish and
 - that the student's fluency in Irish would be likely to regress if the student were not admitted to an Irish medium school.
- An applicant may provide whatever evidence they consider appropriate in relation to the student's fluency in Irish and may make the student available for interview or a meeting to demonstrate their level of fluency in Irish if they so wish.
- The Irish medium school cannot compel a student or his or her parents to attend for interview or a meeting for this purpose.
- The Irish medium school can only take into account the evidence provided by the applicant regarding the fluency of the student.
- The Irish medium school may not rank applicants on the basis of their relative fluency against other students who have also demonstrated their level of fluency in Irish. The school's selection criteria, as set out in their policy, must be applied where the number of such students is greater than the number of places available.
- Schools will also be required to take into account the special needs of the child in the context of the child's oral language fluency.

14. Can a post-primary Irish medium school give priority to students who attended a primary Irish medium school?

An Irish medium post-primary school may, should it wish to do so, provide for the inclusion of students that have attended an Irish medium primary school.

15. What changes were previously introduced by the act?

On 3 October 2018 a number of sections of the act were commenced and are now operational, as follows:

- **Removal of religion as a selection criterion in school admissions in recognised primary schools.**

Section 11 of the act amended the Equal Status Act 2000 to remove, in the case of recognised primary schools, the provision that permitted such schools to use religion as a selection criterion in school admissions.

However there is a provision to ensure that a child of a minority faith, can access a school of their faith. The amended Act provides that a recognised primary school does not discriminate where it admits as a priority a student from a minority religion who is seeking admission to a school that provides religious instruction or religious education which is of the same religious ethos as the minority religion of the student concerned or is a similar religious ethos to the minority religion of the student concerned.

- **Prohibition on the charging of fees or seeking payment or contributions for admission to or for continued enrolment in a school.**
Section 64 of the act prohibits the charging of fees or seeking payment or contributions for an application for admission to or for continued enrolment in a school. Exceptions are included in relation to fee charging post-primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.
- **Co-operation and sharing of information between boards.**
Section 66 of the act allows schools to share information with each other in respect of applications received, offers made and offers accepted. It also provides the Minister with the power to direct two or more schools to co-operate with each other in the admission processes of the schools concerned.

The following section commenced on **3rd December 2018**:

- **Power of the Minister to compel a school to open a special class or classes,**
Section 8 of the act provides the Minister with a power, after a process of consultation with the National Council for Special Education (NCSE), the board of management and the patron(s) of a school, to compel a school to make additional provision for the education of children with special educational needs i.e. open a special class or classes, where the NCSE has identified a need for such provision within an area.

Section 6 – General Information for Parents

16. Where will I find information on a school's admission policy and other details like the application form, closing dates etc?

A copy of the school's admission policy for 2021/2022 must be made available on the school's website as soon as it is published. Schools are not permitted to publish their admission policy for admissions to the 2021/2022 school year before 1 September 2020.

The Annual Admission Notice will contain information on a number of practical details regarding the admission process of a school that change from year to year. For example:

- How to obtain the school's admission policy and application form for enrolment
- Dates when the school will begin and cease accepting applications for admission to the school for the school year concerned
- Dates by when offers will be notified to applicants and dates by when acceptance should be confirmed to the school
- In oversubscribed schools, information in relation to the number of applications received and the number and order of offers made in the previous year

The school's annual admission notice must be published annually on the school's website. More information on the annual admission notice is available at **8 above**.

17. Who must be consulted on the school's new revised admission policy?

Schools are required to consult with patron(s), parents of students attending the school, and staff of the school in drafting and revising their school admission policy.

18. What if my child has already been offered and has accepted a place in a school or has been given a number on a waiting list for a school place?

The new requirements apply to admission for September 2021 onwards. The current arrangements will apply to admission for September 2020.

In relation to school admissions for September 2021 and subsequent years the following applies:

- If you have, before the 1 February 2020, been offered and accepted a school place for September 2020 the act will not change or impact this offer.
- If you have been informed in writing before 1 February 2020 that your child is on a waiting list for a school or a special class in a school, the act allows schools to continue to use existing waiting lists to allocate school places for a period of 5 years from the date of commencement of the relevant section of the act i.e. school may continue to offer places from such waiting lists until 31 January 2025.

19. How much time do I have to notify a school when accepting an offer?

The period upon which you will have to accept any offer will be set out in the school's Annual Admissions Notice for the year concerned.

Upon accepting an offer you must outline to the school if you have accepted a school place(s) in another school(s)/are awaiting an offer from another school(s). Failure to do so may result in a school withdrawing an offer of a school place.

20. Can an offer of a school place be withdrawn?

An offer of a place in a school can be withdrawn by the school for the following reasons:

- Failure to accept a place within the period set out in the school's annual admission notice
- If you provide false or misleading information in the application form for admission
- If you, as the parent/guardian of a student do not confirm in writing that the code of behaviour of the school is acceptable to you and that you will make all reasonable efforts to ensure compliance of the code by the student, having been requested by the school to do so
- If when accepting an offer you did not inform the school that you have accepted an offer or offers in other schools and provide details of same. This also applies if you did not inform the school that you have applied to another school(s) and are awaiting confirmation of a place.

21. What information can schools share in relation to my application for admission?

Schools can share certain data in order to facilitate the efficient admission of students. Should they wish to do so, a board may 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).

22. Is there anything else that schools are required to publish?

Boards are now required to publish their code of behaviour. Section 10 of the act amends the Education Welfare Act 2000 to provide for this requirement.



Education (Admission to Schools) Act 2018

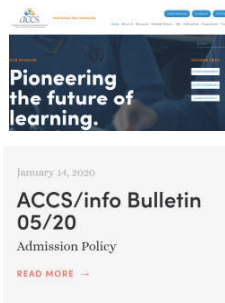
Submit to Patrons by April 30th



Key Documents

- CL 0007/2020
 - Template Admission Policy
 - Template Admission Notice

We advise using the DES Templates



On what basis can a school refuse admission?



(i) where the school is **oversubscribed**,



(ii) where 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,

(iii) One gender (iv) promotes certain religious values
(vi) Special Class

Can a fee/charge be applied?

Prohibition on charging admission and enrolment fees

64. (1) Subject to subsection (2), a board or person acting on a board's behalf shall not charge fees for, or seek payments 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.

Exemptions:

- PLC – Further Education or Training
- Boarding Schools

Siblings - Parents & Grandparents Staff

Siblings	No Problem
Parents/grandparents	Cannot exceed 25%
Staff	Section 62.7(e)(iv)

*provide that **the school shall not**, when deciding on an application to the school, or when placing a student on a waiting list for admission to the school, consider or **take into account** any of the following:*

*(iv) **the occupation, financial status, academic ability, skills or aptitude of a student's parents;***

Religious Instruction

62.7(n)

*provide details of the school's arrangements in respect of any student, where the parent of that student, or in the case of a student who has reached the age of 18 years, the student, has requested that the student attend the school without attending **religious instruction** at the school (which arrangements shall not result in a reduction in the school day in respect of the student concerned),*

Deed of Trust

except for such pupils whose parents make a request in writing to the Principal that those pupils shall be withdrawn from religious worship or religious instruction or both religious worship and religious instruction

Characteristic Spirit



Section 62

(7) An admission policy shall—

(a) set out the characteristic spirit and general objectives of the school

Education Act 1998

15.2(b)

uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school

8(5)

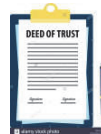
Where two or more persons exercise the functions of a patron they may be registered as joint patrons



accs

Association of Community and Comprehensive Schools
Cúnam sa Scolaíocht Párlaige Comhábha

Characteristic Spirit



_____ Community School is a multi-denominational school under the joint patronage of _____ and _____.

The Deed of Trust states that the school was established with:

*the **object** of providing a comprehensive system of post-primary education open to all the children of the community,*

and this education will include,

combining instruction in academic and practical subjects and ongoing education for persons contributing towards the spiritual moral mental and physical well-being and development of the said Community



accs

Association of Community and Comprehensive Schools
Cúnam sa Scolaíocht Párlaige Comhábha

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The Deed also states that:

- *The Board of Management will also appoint a Chaplain*

The contract of the Chaplain

- The Chaplain shall respond to the spiritual and religious needs of the persons, staff and students, under his or her pastoral care, while respecting the freedom of the religious and personal conviction of each individual.



MASON HAYES & CURRAN

School Admissions Policy Time to Act!

23 April 2020
Ian O'Hairily, Partner & Head of Employment & Benefits, Mason Hayes & Curran
Catherine Kelly, Partner, Employment & Benefits, Mason Hayes & Curran
Liam Riordan, Partner, Employment & Benefits, Mason Hayes & Curran

Dublin London New York San Francisco MHC.ie

Admissions Policies – ACCS FAQ document April 2020

Key Dates

- 30 April 2020 – The draft admission policy must be submitted to the patron for approval by this date.
- 15 September 2020 – The date by which the admission policy must be fully approved and returned to the Board by the patron.
- 1 October 2020 – The first day that schools can start accepting applications for the intake group for the 2021/22 school year.

Deadlines and Dates

1. **Q:** The BOM is not ready to issue the draft policy to the patrons by the deadline, April 30th. Can the Board issue the document later when it is satisfied it is fully ready?

A: Boards are advised to issue draft of policy to patrons by 30th April in line with legislation. The Board can indicate they will revert to the Patron with an updated draft, amended as necessary, over next few weeks.

2. **Q:** Can the timelines for decisions and notifying applicants of decisions be decided by the Board?

A: Yes, the Board must agree its own timeline and outline this in the Annual Admissions notice, *e.g. three weeks for notification and two weeks for acceptance of a place.*

The Board must notify the applicant of its decision to enrol/not enrol within three weeks of the closure date for applications.

NOTE: failure to accept an offer on or before the date set out in the annual admissions policy is one of the circumstances in which offers may be withdrawn.

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 [school name] 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.

3. **Q:** Should the Board state in its admissions policy that applicants who have received an offer of a place have a 2-week period to accept?

A: No, this is information which is agreed on an annual basis and so it should be included in the Annual Admissions Notice and in the letter of offer to the applicant.

4. **Q:** The Board has not had an opportunity to consult with parents/guardians at this time. Can the Board issue the completed draft policy document to patrons and advise that the consultation process with parents is still open/not yet complete and that it will re-issue a revised policy doc which captures parents' observations once the process with parents/guardians is complete?

A: Yes, issue the draft policy to the patrons by the 30th April in line with legislation. In the meantime, issue same draft policy to the parents/guardians (*e.g. to PTA, place a draft on website*) and seek observations within a fortnight. Amend draft and re-issue to patrons once observations/changes are included in original draft.

Template Policy Document and Language

5. **Q:** Should the word *parent* be replaced by *parent/guardian* in the draft policy?
A: Yes.
6. **Q:** Section 5: Can the Board choose different wording to replace "*attached*" in the template? *See section in box below.*
A: Yes, this is a template policy.

School with special education class(es)

The special class attached to [School Name] provides an education exclusively for students with [specify category or categories of special educational needs] 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.

7. **Q:** Part 4 of template – Does a Board have to adopt?
A: This section is only applicable to some schools. Delete if not applicable.

Special Classes

8. **Q:** The special class in the school has reached full capacity. Can the Board refuse applications for entry to the main school by students with additional complex needs who are most suited to the special class on this basis?
A: No, however the Board should arrange a meeting with the parents/guardians and advise them of the situation and that a more suitable place in the special class is not available due to capacity. As such, the school can outline its concerns regarding the challenges of this placement in mainstream but the decision to apply remains with the parents/guardians. It is important to highlight that entry into mainstream will not give/guarantee the student access to the special class *in time* if no place becomes available in this class.

Selection Criteria

9. **Q:** Is it possible to include a criterion which favours "*children of staff*"?
A: Yes, but the unintended consequence of including children of staff is that it highlights *occupation of the applicant's parent/guardian*. The Board may include it as a criterion, but it may be the basis for a challenge.

What selection criteria are schools prohibited from including in their admission policy?

- the occupation, financial status, academic ability, skills or aptitude of a student's parents.

10. **Q:** Define staff.
A: This is a matter for the Board. In its deliberations the Board should consider, permanent, non-permanent, teaching and non-teaching, day school and night school where school has an Adult Education programme.
11. **Q:** In the case of the Gaeltacht schools, can a Board refuse entry on the basis of competence in spoken Irish?
A: Yes.

12. **Q:** Can a school with a Deaf Class use *level of deafness* as a criterion for inclusion? Can it request evidence of reports/audiograms for this purpose?

A: Yes. Legitimate purpose under data protection.

13. **Q:** Where a school is oversubscribed, can its admission policy reflect a gender bias in favour of girls to maintain a gender balance in the school?

A: No, gender discrimination is not permissible.

Admission Statement

[School Name] 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.

Fees and Contributions

14. **Q:** Can the Board include a reference to the requirement to pay for TY, LCA, Book Rental Schemes, Other fees etc. in the Admissions Policy?

or

Can the Board request a voluntary contribution as part of its Admissions Policy?

A: No. Admission to the school cannot be linked to payment of fees in a Community or Comprehensive School.

Once the applicant has been offered and has accepted a place in the school, the Board can seek a voluntary contribution or advise of a fee/money requirement linked to book rental, TY Programme etc.

64. (1) Subject to subsection (2), a board or person acting on a board's behalf shall not charge fees for, or seek payments 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.

Religious Instruction / Religious Education

15. **Q:** What should the Admissions Policy include on Religious Instruction / Religious Education?

62.7(n) of the Act states:

provide details of the school's arrangements in respect of any student, where the parent of that student, or in the case of a student who has reached the age of 18 years, the student, has requested that the student attend the school without attending religious instruction at the school (which arrangements shall not result in a reduction in the school day in respect of the student concerned),

A: The policy must provide an opportunity for a student to withdraw from Religious Instruction (Deed of Trust). The usual arrangement applies where the parent /guardian/student who is 18/over seeks a meeting with the school principal to discuss

concerns and reasons for withdrawal. In this instance, an alternative such as supervised study is required.

Religious Education such as the NCCA Programme is the programme most schools have in place and there is no automatic *opt out* in terms of legislation from education. In truth, Section 30 of the Education Act gives this right to any person who has a conscientious objection, and this applies to any subject.

Education Act 1998 30.2(e) states:

shall not require any student to attend instruction in any subject which is contrary to the conscience of the parent of the student or in the case of a student who has reached the age of 18 years, the student.

16. **Q:** What about Acts of Worship?

A: The Board must publish its calendar of events and give parents/guardians the opportunity to opt out of such events.

Characteristic Spirit

17. **Q:** The Board nominee for one of the patrons has presented the Board with the characteristic spirit as set out by this patron. Should the Board include this in the draft policy document?

A: No, the characteristic spirit is agreed by the patrons of the school and is a joint statement which reflects the school's founding intention. As such it cannot represent one patron only. ACCS advice on this matter as explained to the patrons is that the Board should use its existing statement in the draft which it has prepared for the patrons and this issue is one that the patrons will address and agree at their level and jointly. In a joint patronage model, no single patron can decide on the characteristic spirit of the school. The patrons execute their responsibilities jointly.

18. **Q:** How can a Board ensure that its individuality is maintained if the characteristic spirit is to be agreed by the joint patrons?

A: Characteristic Spirit is a matter for the joint patrons and as such will reflect the school's individuality in the context of the founding intention of the patrons in establishing the school in the first place.

The School Chaplain

19. **Q:** Can the Admission policy state that the Chaplain is one who is nominated by the Religious patron?

A: An agreement was reached to amend the appointment process to the position of school Chaplain following the requirement of registration with the Teaching Council.

The Deed also states that:

- *The Board of Management will also appoint a Chaplain.*

The agreed contract for Chaplains states:

- *The Chaplain shall respond to the spiritual and religious needs of the persons, staff and students, under his or her pastoral care, while respecting the freedom of the religious and personal conviction of each individual.*

The contract for Chaplain and the document outlining the composition of the selection committee for appointing Chaplains are available from ACCS.

Refusal to enrol on health and safety grounds

20. **Q:** Can the Board include a clause that would allow the school to refuse to admit a student where the student poses a risk to the health and safety of the school community?

A: Yes, this is a matter for the Board, and it may choose to include such a clause.

This clause may be subject to an appeal and/or challenge. However, if the Board does not include this clause, it may not be used when, and if, a school seeks to defend an appeal on this ground as the refusal will not be in accordance with the admission policy of the school.

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

21. **Q:** Can parents/guardians be mandated to attend an interview as part of the admissions process?

A: No, however parents/guardians can be *invited* to attend such an interview. Enrolment cannot be conditional on a parent/guardian attending a meeting.

22. **Q:** How can a Board prevent students showing up in first year without having completed the admissions process?

A: The Board can only accept the student where it has capacity to do so. No student should be formally enrolled in the school without completion of the admissions process.

23. **Q:** Where an applicant wishes to transfer into the school in a year other than 1st year, can the Board advise that application will be dependent on subject availability?

A: The Irish Constitution protects *parental choice* in terms of school choice. The Board should set up a meeting between the school and the parent/guardian regarding access to subject options and this discussion will include options where some subjects are not available.

24. **Q:** Can the Board request evidence of completion of Junior Cycle from an applicant for Senior Cycle as part of its process for admission to Senior Cycle?

A: Yes, but there will be exceptions, i.e. students from overseas. It would be more appropriate to seek completion of Junior Cycle or its equivalent, even then this could be open to challenge.

Catchment Area

25. **Q:** Can a Board have access to the DES Education Planning Area Maps for the purpose of defining its catchment area?

A: Schools are advised to check with DES Building Unit.

26. **Q:** Where a school is oversubscribed and it is discovered that an applicant has made an application on the basis of false information and the catchment area, can the Board withdraw the offer?

A: Yes. The Board should state this circumstance explicitly in its admission policy.

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 [school name] where—
it is established that information contained in the application is false or misleading

Online Admissions processes

27. **Q:** The school is not in a position to accept original documents as proof of identity and address. Can the school accept online documents as an alternative?

A: Yes. The current challenging situation will require alternative processes to be put in place if restrictions are not lifted in the meantime. ACCS will advise.

**ASSOCIATION OF COMMUNITY AND COMPREHENSIVE SCHOOLS STANDARD
SCHOOL APPLICATION FORM for Admission 1st Year 2020/2021**

[insert school name and logo here]

PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.

PLEASE FILL OUT DETAILS IN BLOCK CAPITALS

Closing date for receipt of application form is [DATE AND TIME]

Data Protection

The personal data required from you on this admissions form (part 1) is required for the purposes of:-

- fulfilling our legal obligation to provide an education to students
- student enrolment and student registration
- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes and defend litigation etc.

**OFFICE RECEIPT DATE STAMP
AND TIME**

1. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information please see our school Data Protection Policy on our website [link]. Should you wish to discuss anything in regard to Data Protection, please contact the Principal

via the school office email : [\[email\]](mailto:)

1. PERSONAL DETAILS (required for stage 1 of application process)	
Student Surname	
Student First Name	
Home Address	
	EIRCODE:
County	
Date of Birth	
Birth Cert Attached	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Birth Certificate Forename <i>(if different to above)</i>	
Birth Certificate Surname <i>(if different to above)</i>	
Mother's Maiden Name	
2. EDUCATIONAL DETAILS (required for stage 1 of application process)	
NAME OF PRIMARY SCHOOL <i>(currently attending)</i>	
ADDRESS OF PRIMARY SCHOOL <i>(currently attending)</i>	
Roll Number of Primary School <i>(currently attending)</i>	

3. FAMILY DETAILS (REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)		
	Parent/Guardian 1	Parent/Guardian 2
Surname		
Name(s)		
Relationship to child (mother/father/other guardian) please provide details		
Phone Number		
Mobile Number for Messaging from School		
Please indicate ONE number to which text messages will be sent. Mobile Nr : _____ Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.		
Contact E-mail Address		
Postal Address (if different from above)		
CORRESPONDENCE SHOULD BE ADDRESSED TO	Mother <input type="checkbox"/> OR Father <input type="checkbox"/> OR Both parents/guardians <input type="checkbox"/> _____ State above Correspondence title i.e. Mr. & Mrs/Mrs/Mr + specify surname).	
Name(s) of PAST PUPILS (brother(s) and/or sisters) who attended this school and year of completion at the school.	_____ _____	
Does the child have any Brothers/Sisters currently attending this school?	Name, Age, Class/Year _____ Name, Age, Class/Year _____ Name, Age, Class/Year _____	

"I DECLARE THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT"

Signature: _____
Parent/Guardian

Date: _____

PRINT NAME: _____

CHECKLIST - Have you enclosed:-
 ORIGINAL Birth Cert of student (for photocopying by our office).
 Ticked the boxes and signed all relevant sections.
 Enclosed 2 original (different) current Utility Bills of home address i.e. Electricity, Gas, Landline Phone bill, ONLY (to be presented for photocopying by our office staff).
Failure to complete form fully and supply all necessary documentation will deem application invalid.

2 of 2

If/when a letter of offer is issued, we will require further information with regard to your son/daughter (i.e. part 2 of the Admissions Application must be completed fully and returned to the school – this form will be enclosed with the letter of offer).

ASSOCIATION OF COMMUNITY AND COMPREHENSIVE SCHOOLS STANDARD Application for Admission 1st Year 2020/2021

**PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.
PLEASE FILL OUT DETAILS IN BLOCK CAPITALS**

Thank you for completing Part 1 of the enrolment process. The acceptance data sheet attached shows the record we have currently on file (as stipulated by you in Part 1 of the application process). Please check this document carefully for accuracy and make any necessary amendments, sign and return this acceptance of the offer.

This Admissions form (Part 2) is to be completed by the lawful father/mother/LEGAL GUARDIAN of the 6th class student. Please note that both Parents/Legal Guardians must sign the form unless in case of sole guardianship. **This form must be fully completed (including all supporting documentation where relevant) in order for the enrolment process to be complete.**

Closing date for receipt of acceptance of offer and completed Part 2 form is
No later than [time and date]

Data Protection

The personal data required from you on this admissions form (part 2) is required for the purposes of:- student enrolment and student registration

- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes and defend litigation etc.

1. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, or should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email : [\[email\]](#)

Please ensure sure that you read the Data Protection Policy available on the school's website [\[link\]](#)

Please read the Department of Education and Skills (DES) Personal Data Fair Processing Notice here in relation to personal data we are legally obliged to share with DES <https://www.gov.ie/en/circular/15adff-fair-processing-notice-to-explain-how-the-personal-data-of-students-/>

1. PERSONAL DETAILS <small>(required for part 2 of application process)</small>	
Student Surname:	
Student First Name:	
Home Address:	
ACCESS TO/CUSTODY OF STUDENT <i>If there are any orders or other arrangements in place governing access to or custody of the student, please provide details.</i>	NAME: _____ RELATIONSHIP TO STUDENT: _____ ADDRESS: _____ CONTACT NUMBER: _____
PPS NUMBER:	
EMERGENCY CONTACT DETAILS <i>(Not Parent/Guardian listed above)</i>	Name: _____ Contact Number: _____

Relationship to Student: _____

2. MEDICAL DETAILS

(required to ensure the school has an accurate record of medical conditions including your doctor's contact details in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to school staff in certain circumstances, if your child has a medical condition requiring the administration of medication during school time. Please provide (on a separate sheet) accurate and up-to-date information/instructions with regard to administration of medicines if required.

Does Student require Glasses? Yes No Does Student have any Hearing Difficulties? Yes No Does Student suffer any Serious Illness? Yes No

If Yes, please specify _____

Is Student on any ongoing Medical Treatment? Yes No

Has Student any allergies, if so please specify/state : _____

Does Student have any of the Chronic Conditions? Yes No

If Yes, please provide details Other Medical concerns/information of relevance/Procedures to follow for a particular illness on a separate sheet.

GP Name, Address & Contact Number: _____

3. EDUCATIONAL DETAILS (required for part 2 of application process)

(required to ensure the school has an accurate record of educational details in order that we may provide the appropriate level of support if required.) Please note it may be necessary to disclose this information to school staff in certain circumstances.

Does your child have an exemption from Irish in National School? Yes No

(If Yes, please attach DES Certificate).

Has the student had a psychological assessment? Yes No If Yes, is the psychological report available? Yes No

Date of psychological assessment (please enter in format xx/xx/xxxx) _____

Copy of psychological assessment enclosed Yes No

Has the student been granted resource teaching hours by the

National Council for Special Education (NSCE)?..... Yes No

Has the student availed of the services of a Special Needs

Assistant (SNA) granted by the NCSE? Yes No Has the student been in receipt of learning support at Primary School? Yes No

If Yes, please provide details below:

State your child's general interests/hobbies/other relevant information:

4. STANDARDISED TESTING & REPORTS ON EDUCATIONAL PROGRESS

Standardised testing may be carried out for the purposes of Literacy/Numeracy progress, Reasonable Accommodations in the State Examinations, assisting in referrals to NEPS and for Career Guidance information etc.

Consent for Standardised Testing:

"I/we give permission to the School to conduct standardised testing for the purposes of Literacy/Numeracy progress, Reasonable Accommodations in the State Examinations, assisting in referrals to NEPS and Career Guidance information"

Signed: _____ Signed: _____

Parent/Guardian

Parent/Guardian

Date: _____

REPORTS ON EDUCATIONAL PROGRESS

Please indicate the person to whom correspondence is to be sent regarding educational progress/attainment of the student, if different from details already supplied by you in Form Part 1 and listed as "correspondence title" on offer document attached.

Name: _____ Relationship to Student _____

Address: _____

Contact Number: _____

6. COMPLIANCE WITH SCHOOL POLICY

I/we understand, accept and agree to the aims and rules of the School as stated in the school's Admission Policy (available on the school's website[link]) and stated in the Code of Behaviour (attached and signed by Parent/Guardian and Student).

I agree to monitor my child's progress through the school journal.

Signed _____
Parent/Guardian

Signed: _____
Parent/Guardian

CHECKLIST

Signatures of both Legal Guardians/Parents are required (unless in case of sole guardianship where proof may be required)

- I/we enclose two passport size photos – signed by the Student
- I/we have checked (and amended if necessary) and verified the information supplied by us (via Part 1 of the Admissions process) which is also specified in the "Acceptance of Offer/data sheet" (this document to be returned to school) before deadline specified therein
- I/we enclose the Code of Behaviour – read and signed by both Parent/Guardians and Student.
- I/we have read the Data Protection policy on the school website.
- I/we have fully completed and signed Part 2 form (including Student PPS No.)
- I/we enclose a Cert of Exemption re Irish from Department of Education & Skills attached (if applicable)?
- I/we enclose a copy of Educational/Psychological Report(s) (if applicable)?
- I/we enclose Medical/Health Information re medication/treatment (if relevant)
- I/we confirm that we have completed the bank transaction with regard to payment for costs related to attendance in 1st Year which have been specified in our Admissions Policy and acknowledge that this payment is non refundable.

Signed _____
Parent/Guardian

Signed: _____
Parent/Guardian

FOIRM IARRATAIS CHAIGHDEÁNACH CHUMANN NA SCOILEANNA POBAIL IS CUIMSITHEACHA d'Iontráil Bliain 1 2020/2021

[cuir isteach ainm agus lógó na scoile anseo]

TABHAIR DO D'AIRE: DÍCHÁILEOFAR IARRATASÓIR AR AN bPOINTE MÁ THUGTAR EOLAS BRÉAGACH

LÍON ISTEACH SONRAÍ I gCEANNLITREACHA

Is é an dáta deiridh chun foirm iarratais a fháil ná [DÁTA AGUS AM]

Cosaint Sonraí

Tá na sonraí pearsanta a iarrtar ort ar an bhfoirm iontrála seo (cuid 1) ag teastáil d'fhonn:-

- ár n-oibleagáid dhlíthiúil a chomhlíonadh oideachas a chur ar fáil do dhaltai
- rollú daltaí agus clárú daltaí
- leithdháileadh múinteoirí agus acmhainní ar an scoil
- riarachán scoile
- ár gcuid oibleagáidí dlíthiúla eile a chomhlíonadh
- achomhairc a phróiseáil, aighnis a réiteach agus dlíthíocht a chosaint &rl.

**ADMHÁIL OIFIGE DÁTA
STAMPA AGUS AM**

1. Tá na cearta reachtúla seo a leanas agat ar féidir leas a bhaint astu ag am ar bith:

- (a) An ceart gearán a dhéanamh le comhlacht maoirseachta.
- (b) Ceart cead isteach
- (c) Ceart ceartúcháin
- (d) An ceart go ndéanfaí dearmad ort.
- (e) An ceart próiseáil a shrianadh.
- (f) An ceart d'iniomparthacht sonraí.
- (g) Ceart cur i gcoinne agus próiseas cinnteoireachta uathobríthe/próifiliú.

Le haghaidh tuilleadh eolais féach ar Bheartas Cosanta Sonraí na scoile ar ár suíomh gréasáin [nasc]. Más mian leat rud ar bith a phlé maidir le Cosaint Sonraí, téigh i dteagmháil leis an bPríomhoide le do thoil
tríd an ríomhphost oifige scoile: [rphost]

1. SONRAÍ PEARSANTA... (riachtanach do staid 1 den phróiseas iarratais)

Sloinne Dalta	
Céadainm Dalta	
Seoladh Baile	
	EIRCHÓD:
Contae	
Dáta Breithe	
Teastas Breithe Faoi lamh	Tá <input type="checkbox"/> Níl <input type="checkbox"/> <i>(Cuir tic sa bhosca ábhartha le do thoil)</i>
Céadainm ar an Teastas Breithe <i>(más difriúil ón gceann thuasluaite)</i>	
Sloinne ar an Teastas Breithe <i>(más difriúil ón gceann thuas)</i>	
Sloinne roimh phósadh na Máthar	

2. SONRAÍ OIDEACHAIS (riachtanach do staid 1 den phróiseas iarratais)

AINM NA BUNSCOILE (a bhfuil sé/sí ag freastal uirthi faoi láthair)	
SEOLADH NA BUNSCOILE (a bhfuil sé/sí ag freastal uirthi faoi láthair)	
Uimhir Rolla na Bunscoile (a bhfuil sé/sí ag freastal uirthi faoi láthair)	

3. SONRAÍ TEAGHLAIGH (RIACHTANACH D'FHONN ROLLÚ SCOILE AGUS TEAGMHÁIL TUISMITHEORA)		
	Tuismitheoir/Caomhnóir 1	Tuismitheoir/Caomhnóir 2
Sloinne		
Ainm(neacha)		
Gaol leis an bpáiste (<i>máthair/athair/caomhnóir eile</i>) tabhair sonraí le do thoil		
Uimhir Ghutháin		
Uimhir fóin póca do theachtaireachtaí ón scoil		
<p>Luaigh uimhir AMHÁIN lena seolfar teachtaireachtaí téacs. Uimh. Fóin Póca : _____ Cinntigh le do thoil go bhfuil an Scoil ar an eolas faoi aon athrú a thagann ar d'uimhir fóin póca. Tá sé seo riachtanach d'fhonn téacsanna a sheoladh.</p>		
Seoladh Teagmhála Ríomhphoist		
Seoladh Poist (<i>más difriúil ón gceann thuasluaite</i>)		
BA CHEART COMHFHREAGRAS A SHEOLADH CHUIG AN	Máthair <input type="checkbox"/> NÓ Athair <input type="checkbox"/> NÓ An bheirt tuismitheoirí/caomhnóir <input type="checkbox"/>	
	<p>_____</p> <p>Luaigh teideal comhfhreagrais i.e. <i>Uasal & Bean Uí/Bean Uí/An tUasal + luaigh sloinne</i>).</p>	
Ainm(neacha) IARDHALTÁÍ (deartháir(eacha) agus/nó deirfiúracha) a d'fhreastail ar an scoil seo agus an bhliain ar chríochnaigh siad ag an scoil.	<p>_____</p> <p>_____</p>	
An bhfuil aon Deartháireacha/Deirfiúracha ag an bpáiste ag freastal ar an scoil seo faoi láthair?	Ainm, Aois, Rang/Bliain	
	Ainm, Aois, Rang/Bliain	
	Ainm, Aois, Rang/Bliain	

Cuid 1

"DEARBHAÍM GO BHFUIL AN tEOLAS AR FAD THUASLUAITE FÍOR AGUS CEART

Síniú: _____

Dáta: _____

Tuismitheoir/Caomhnóir

PRIONTÁIL AINM: _____

SEICLIOSTA – An bhfuil na nithe seo faoi iamh:

Teastas Breithe BUNAIDH an dalta (le go ndéanfaidh ár n-oifig fótachóipeáil air).
Na boscaí ticeáilte agus gach rannán ábhartha sínithe.

2 bhille fónais bunaidh (difriúla) reatha faoi iamh leis an seoladh baile orthu i.e. Leictreachas, Gás, Bille teileafóin Líne Thalún, AMHÁIN (le cur ar fáil don fhoireann oifige le fótachóipeáil).

Mura ndéanfar an fhoirm a chomhlánú go hiomlán agus mura gcuirfear an cháipéisíocht riachtanach ar fad ar fáil fágfar an t-iarratas neamhbhailí.

Má dhéantar/nuair a dhéanfar litir thairisceana a eisiúint, beidh tuilleadh eolais ag teastáil uainn faoi do mhac/iníon (i.e. ní mór cuid 2 den Iarratas Iontrála a chomhlánú go hiomlán agus é a chur ar ais ag an scoil – beidh an fhoirm sin faoi iamh leis an litir thairisceana).

CUMANN NA SCOILEANNA POBAIL IS CUIMSITHEACHA

Iarratas Iontrála Caighdeánach Bliain 1 2020/2021

TABHAIR DO D'AIRE; DÍCHÁILEOFAR IARRATASÓIR AR AN bPOINTE MÁ THUGTAR EOLAS BRÉAGACH.

LÍON ISTEACH SONRAÍ I mBLOCLITREACHA LE DO THOIL

Go raibh maith agat as Cuid 1 den phróiseas iontrála a chomhlíonadh. Léiríonn an bhileog sonraí glactha atá ceangailte an taifead atá ar chomhad againn (mar a shonraigh tú i gCuid 1 den phróiseas iarratais). Seiceáil an doiciméad seo go cúramach maidir le cruinneas le do thoil, agus déan aon leasuithe atá riachtanach, sínigh agus cuir ar ais an glacadh seo ar an tairiscint.

Ní mór d'athair/máthair/CAOMHNÓIR DLÍTHIÚIL an dalta atá i rang a 6 an fhoirm Iontrála (Cuid 2) seo a chomhlánú. Tabhair do d'aire le do thoil nach mór do bheith tuismitheoirí /Caomhnóirí Dlithiúla an fhoirm a shíniú ach amháin i gcás caomhnóireacht aonair.

Ní mór an fhoirm seo a chomhlánú go hiomlán (na cáipéisí tacaíochta ar fad san áireamh áit a bhfuil sé sin oiriúnach) sa chaoi go mbeidh críoch leis an bpróiseas rollaithe.

Is é an dáta deiridh a nglactar le tairisceana agus d'fhoirm Cuid 2 a bheith faighte ná

Ar a mhoille [am agus dáta]

Cosaint Sonraí

Tá na sonraí pearsanta a iarrtar ort ar an bhfoirm iontrála seo (cuid 2) ag teastáil d'fhonn:-
rollú mac léinn agus clárú mac léinn

- leithdháileadh múinteoirí agus acmhainní don scoil
- riarachán scoile
- le go gcomhlíonfaimid ár n-oibleagáidí dlíthiúla eile
- achomhairc a phróiseáil, aighnis a réiteach agus dlíthíocht a chosaint &rl.

1. Tá na cearta reachtúla seo a leanas agat ar féidir leas a bhaint astu am ar bith:

- An ceart gearán a dhéanamh le comhlacht maoirseachta.
- Ceart cead isteach.
- Ceart ceartúcháin.
- An ceart go ndéanfaí dearmad ort.
- An ceart próiseáil a shrianadh.
- An ceart d'iniomparthacht sonraí
- Ceart cur i gcoinne próiseas cinnteoireachta uathobrithe/próifiliú.

Le haghaidh tuilleadh eolais féach ar Bheartas Cosanta Sonraí na scoile ar ár suíomh gréasáin (nasc). Más mian leat rud ar bith a phlé maidir le Cosaint Sonraí téigh i dteagmháil leis an bPríomhoide le do thoil tríd an ríomhphost oifige scoile (rphost)

Cinntigh le do thoil go léifidh tú an Beartas Cosanta Sonraí atá ar fáil ar shuíomh gréasáin na scoile [nasc]

Léigh le do thoil an Fógra maidir le Próiseáil Chóir Sonraí Pearsanta de chuid na Roinne Oideachais agus Scileanna (DES) anseo maidir le sonraí pearsanta a bhfuil d'oibleagáid orainn a roinnt le DES <https://www.gov.ie/en/circular/f5adff-fair-processing-notice-to-explain-how-the-personal-data-of-students/>

1. SONRAÍ PEARSANTA (riachtanach do staid 2 den phróiseas iarratais)

Sloinne Dalta:	
Céadainm Dalta:	
Seoladh Baile:	

TEACHT AR/COIMEÁD AN DALTA <i>Má tá aon orduithe nó socruithe eile déanta ag rialú teacht ar nó coimeád ar an dalta, tabhair sonraí le do thoil.</i>	AINM GAOL LEIS AN DALTA SEOLADH: _____ UIMHIR THEAGMHÁLA: _____
UIMHIR PSP:	
SONRAÍ TEAGMHÁLA I GCÁS ÉIGEANDÁLA <i>(Nach Tuismitheoir/Caomhnóir mar atá liostaithe thuas)</i>	Ainm: _____ Uimhir Theagmhála: _____ Gaol leis an dalta: _____

2. SONRAÍ LEIGHIS

(ag teastáil chun a chinntiú go bhfuil taifead cruinn ar riochtaí leighis ag an scoil lena n-áirítear sonraí teagmhála do dhochtúra sa chás go mbeadh ceist leighis ann le linn gníomhaíochtaí scoile. Tabhair faoi deara le do thoil go mb'fhéidir go mbeidh gá an t-eolas seo a roinnt le foireann na scoile i gcásanna áirithe, má tá riochta ar leith ag do pháiste áit a gcaithfí cógas a thabhairt le linn am scoile. Cuir ar fáil le do thoil (ar bhileog ar leith) eolas/treoracha cruinne agus atá cothrom le dáta maidir le cógais a thabhairt más gá.

- An bhfuil spéaclaí ag teastáil ón Dalta? Tá Níl
- An bhfuil deacrachtaí éisteachta ag an Dalta? Tá Níl
- An bhfuil drochthínneas ar an Dalta? Tá Níl
- Má Tá sonraigh le do thoil _____
- An bhfuil Cóir Leighis leanúnach á cur ar an Dalta? Tá Níl
- An bhfuil aon ailléirge ag an Dalta, má tá sonraigh/luagh le do thoil :

- An bhfuil aon cheann de na Ríochtaí Ainsealacha ag an Dalta? Tá Níl
- Má Tá, tabhair sonraí le do thoil Ábhair imní leighis eile/eolas ábhartha/Nósanna imeachta atá le leanúint maidir le tinneas áirithe ar bhileog ar leith.
- Ainm Dochtúra, Seoladh & Uimhir Theagmhála: _____

3. SONRAÍ OIDEACHAIS (riachtanach do chuid 2 den phróiseas iarratais)

(riachtanach lena chinntiú go bhfuil taifead cruinn de shonraí oideachasúla ag na scoileanna le go mbeidh muid ábalta an leibhéal tacaíocht a chur ar fáil (más gá.) Tabhair do d'aire le do thoil go mb'fhéidir go mbeadh gá an t-eolas sin a roinnt le foireann na scoile i gcásanna áirithe.

- An bhfuil díolúine ón nGaeilge ag do pháiste sa Bhunscoil? Tá Níl
- (Má Tá, cuir Teastas DES leis seo).
- An raibh measúnú síceolaíochta ag an dalta? Bhí Ní raibh
- Má Bhí, an bhfuil an tuairisc síceolaíochta ar fáil? Tá Níl
- Dáta na tuairisce síceolaíochta (cuir isteach i bhfoirm xx/xx/xxxx le do thoil) _____
- Cóip den tuairisc síceolaíochta faoi iamh Tá Níl
- Ar tugadh uaireanta teagais acmhainne don dalta ón gComhairle Náisiúnta um Oideachas Speisialta (NSCE)?..... Tugadh Níor tugadh
- Ar bhain an dalta leas as seirbhísí Chúntóir Riachtanais Speisialta (SNA) a cheadaigh an NCSE?..... Bhain Níor bhain
- An bhfuair an dalta tacaíocht foghlama ag an mBunscoil? Fuair Ní bhfuair
- Má Fuair, tabhair sonraí thíos le do thoil

Luaigh suimeanna ginearálta do pháiste/caithimh aimsire/eolas ábhartha eile:

4. TÁSTÁIL CAIGHDEÁNAITHE & TUARASCÁLACHA AR DHUL CHUN CINN OIDEACHAIS

D'fhéadfaí tástáil caighdeánaithe a dhéanamh d'fhonn dul chun cinn Litearthachta/Uimhearthachta, Socruithe Réasúnta sna Scrúduithe Stáit, ag cabhrú le hathreoruithe go dtí NEPS agus eolas maidir le Gairmthreoir &rl.

Cead maidir le Tástáil Caighdeánaithe:

"Tugaim/Tugaimid cead don Scoil tástáil caighdeánaithe a dhéanamh d'fhonn dul chun cinn Litearthachta/Uimhearthachta, Socruithe Réasúnta sna Scrúduithe Stáit, Gairmthreoir"

Sínithe: _____ Sínithe: _____
Tuismitheoir/Caomhnóir Tuismitheoir/Caomhnóir Dáta: _____

TUARASCÁLACHA AR DHUL CHUN CINN OIDEACHAIS

Luaigh an duine le do thoil ar chóir comhfhreagras a sheoladh chuige/chuici maidir le dul chun cinn oideachais/gnóthachtáil an dalta, **más difriúil ó na sonraí a chuir tú ar fáil cheana féin i bhFoirm Cuid 1 agus atá liostaithe mar "theideal comhfhreagrais" ar an doiciméad tairisceana atá faoi iamh.**

Ainm: _____ Gaol leis an Dalta _____

Seoladh: _____

Uimhir Theagmhála: _____

6. AG COMHLÍONADH POLASAÍ SCOILE

Tuigim/Tuigimid, glacaim/Glacaimid agus aontaím/Aontaímid le haidhmeanna agus na rialacha na Scoile mar atá luaite sa Pholasáí Iontrála (ar fáil ar shuíomh gréasáin na scoile [nasc] agus luaite sa Chód Iompair (faoi iamh agus sínithe ag Tuismitheoir/Caomhnóir agus Dalta).

Aontaím monatóireacht a dhéanamh ar dhul chun cinn mo pháiste tríd an dialann scoile.

Sínithe _____
Tuismitheoir/Caomhnóir

Sínithe: _____
Tuismitheoir/Caomhnóir

SEICLIOSTA

Tá sínithe na gCaomhnóirí Dlíthiúla/Tuismitheoirí araon ag teastáil (ach i gcás caomhnóireacht aonair áit go bhféadfadh cruthúnas a bheith ag teastáil)

Faoi iamh cuirim/cuirimid dhá ghrianghraf de mhéid pas – sínithe ag an Dalta

Sheiceáil (agus cheartaigh má ba ghá) agus dheimhnigh mé/muid an t-eolas a chuir muid ar fáil (via Cuid 1 den phróiseas Iontrála) atá luaite go sonrath chomh maith sa "Ag glacadh le tairiscint/bileog sonraí" (ba chóir an doiciméad seo a chur ar ais ag an scoil))

roimh an spriodhata atá luaite ansin

Cuirim/Cuirimid an Cód Iompair faoi iamh – atá léite agus sínithe ag an mbeirt tuismitheoirí/Caomhnóirí agus Dalta.

Tá an beartas Cosanta Sonraí léite agam/againn ar shuíomh gréasáin na scoile.

Tá foirm Cuid 2 comhlánaithe go hiomlán agus sínithe agam/againn (Uimh. PSP an Dalta san áireamh)

Cuirim/Cuirimid Teastas Díolúine maidir leis an nGaeilge ón Roinn Oideachais agus Scileanna (más bainteach)? faoi iamh.

Cuirim/Cuirimid cóip de Thuarascáil/Thuarascálacha Síceolaíochta/Oideachais (más bainteach)? faoi iamh

Cuirim/Cuirimid eolas Leighis/Sláinte maidir le cógas/cóir leighis (más ábhartha) faoi iamh.

Deimhním/Deimhnímid go bhfuil an t-idirbheart bainc curtha i gcrích maidir le hiocaíocht a bhaineann le costais atá bainteach le freastal ar Bhliain 1 atá luaite go sonrach inár bPolasaí Iontrála agus tuigim/tuigimid go bhfuil an íocaíocht sin neamh-inaisíoctha

Sínithe _____
Tuismitheoir/Caomhnóir

Sínithe: _____
Tuismitheoir/Caomhnóir