Admission Policy of Holy Family N.S., Shanagarry
Holy Family National School
Scoil Náisiúnta an Teaghlaigh Naofa
Shanagarry, Midleton, Co. Cork
Roll Number 17950W Telephone 021 4646238
School Patron: The Bishop of Cloyne

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 the 14th September. 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 Holy Family NS Shanagarry's 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 available upon request by emailing shanagarryns@gmail.com

2. Characteristic spirit and general objectives of the school

Holy Family N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cloyne, Bishop William Crean.
"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:
(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
(b) a living relationship with God and with other people; and
(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
(d) the formation of the pupils in the Catholic faith,
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and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.
In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Holy Family NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.
Holy Family N.S. is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.
While Holy Family N.S. is a school with a Catholic ethos, it also has due recognition for all other religions.
Holy Family will encourage the involvement of parents through home/school contacts and through their involvement in the Holy Family N.S. Parents Association.
Holy Family N.S. will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

3. Admission Statement

Holy Family N.S. 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
(j)Holy Family N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Holy Family N.S will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B0 of the Education Act
As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance
with section 3 of the Equal Status Act 2000.
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Holy Family N.S. 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs for the special class.

Eligibility criteria for admission to a special class are set down by the Department of Education and Youth and the NCSE. Applicants must meet the eligibility criteria to be considered for admission to a special class. Circular letter 0039/2025 updates the eligibility criteria for admissions to a special class.

To be considered by a school for admission to a special class for the year 2026-2027 onwards, all applicants must now have a letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for the category of special educational needs supported by the special class.

Eligibility Criteria for enrolment to a special class in Holy Family N.S Shanagarry is as follows:

Children and young people are eligible for enrolment in a special class for children with the following:

(A)A diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary Report) AND

(B) A demonstration of the understanding of complexity of the child's overall level of needs/evidenced in the professional reports AND

(C)Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same AND

(D) A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and a recommendation for a special class for autism.

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
c) Holy Family N.S. is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:
In the event of the number of children seeking enrolment exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:
1: Siblings of current pupils including step siblings living at the same address, giving priority to the eldest.
2: Residence in the Shanagarry parish, and/or for whom Holy Family N.S., Shanagarry is their closest school, giving priority to the eldest.
3: Children of current school staff giving priority to the eldest.
4: Siblings of past pupils including step siblings living at the same address giving priority to the eldest.
5: All other children giving priority to eldest.
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In the event of the school being unable to enrol children in any year, the child's name will be placed on a waiting list in accordance with the criteria above.
In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:
Priority will be given to children in order of age with priority given to eldest.

Oversubscription for the special class.

In the case of oversubscription to the special class in Holy Family N.S Shanagarry, the following selection criterial will apply:

(1)Children and young people who meet the eligibility criteria for a special class who have siblings/step siblings in the school

(2) Children and young people who meet the eligibility criteria for our special class who Reside in the Shanagarry parish, and/or for whom Holy Family N.S., Shanagarry is their closest school, giving priority to the eldest.

(3) Children who meet the eligibility criteria for our special class who are children of current staff members giving priority to the eldest

(4) Siblings of past pupils including step siblings living at the same address who meet the criteria for our special class giving priority to the eldest.
the eldest

(5) All other children and young people who meet the criteria for our special class, giving priority to the eldest

Please see Annual Admissions Notice for important dates.

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:
(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
(b) the payment of fees or contributions (howsoever described) to the school;
(c) a student's academic ability, skills or aptitude;
(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
other than, siblings of a student attending or having attended the school
(g) the date and time on which an application for admission was received by the school,
This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2027 only).

8. Decisions on applications

All decisions on applications for admission to Holy Family N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)

- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)
Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline

outlined in the annual admissions notice.
If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.
Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Holy Family N.S., 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 Holy Family N.S. where—
(i) it is established that information contained in the application is false or misleading.
(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.
Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—
(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).

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 Holy Family N.S. 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 Holy Family N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.
Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.
Offers of any subsequent places that become available for and during the school year in

relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

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.

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Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

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

- Parents request an application form / form is available on website / by contacting the school.
- Parents complete and submit application form.
- School makes decisions on applications received.
- Parents notified within the timeframe – as per Annual Admission Notice.
  - School offers a place or
  - School places applicant on waiting list for the year concerned.
- Applicant accepts the place & accepts the Code of Behaviour (Section 11) or
  - Applicant refuses place.
- If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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:

- Parents request an application form / form is available on website / by contacting the school.
- Parents complete and submit application form
- School makes decisions on applications received.
- Parents notified within the timeframe – within 3 weeks of receiving applications.
  - School offers a place or
  - School places applicant on waiting list for the year concerned.
- Applicant accepts the place & accepts the Code of Behaviour (Section 11) or
  - Applicant refuses place.
- If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998.

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

The board of Holy Family N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

(a) an application for admission of a student to the school, or

(b) the admission or continued enrolment of a student in the school.

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17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such

students.
A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.
The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.
Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student 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.

This policy was amended by the BOM on **Date: 16/02/'26 (**to include required text in respect of children to be enrolled in our special class.

It will be reviewed in January 2028 or earlier if legislatively required

Signature: Chairperson_____ Date_____

Signature: Principal_____ Date_____