



Tullamore Educate Together N.S.  
Ág foghlaim le chéile an Túlach CDhór

## **Admission Policy of Tullamore Educate Together NS**

**School Address: COLLINS LANE, TULLAMORE R35 AX22**

**Roll number: 20189 L**

**School Patron: Educate Together**

### **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 3<sup>rd</sup> September 2025 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 Tullamore Educate Together'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 published on the school's website and will be made available in hardcopy on request to any person who requests it.

Tullamore Educate Together educates children from Junior Infants to Sixth Class. Tullamore Educate Together has also established three classes for children on the Autistic Spectrum. The school depends on the grants and teacher resources provided by the Department of Education and it operates within the regulations laid down. The school follows the curricular programmes prescribed by the Department of Education, which may be amended from time to time, in accordance with the requirements of the Education Act

1998. The Revised Curriculum is being implemented in the school in accordance with the timetable recommended by the Department of Education.

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

Educate Together schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. This teaches students about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Our equality-based ethos informs all policies and practices in the daily life of the school. In exercising its policy making and decision-making responsibilities, the school's Manager/Board of Management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.

## **3. Admission Statement**

Tullamore Educare Together will not discriminate in its admission of a student to the school on any of the following —

- (a) the sex or 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. However, because Tullamore Educate Together is a school which has established three classes, with the approval of the Minister for Education, which provides an education exclusively for students with a category of additional ("special") educational needs specified by the Minister, Tullamore Educate Together may refuse to admit a student to these classes where the student concerned does not meet the criteria for admission to such a class, see section 4 below.

Tullamore Educate Together will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with additional (“special”) educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council.

Tullamore Educate Together will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education (Admissions to Schools ) Act 2018.

#### **4. Categories of Special/Additional Educational Needs catered for in The Arc**

Tullamore Educate Together, with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with ASD (Autism Spectrum Disorder).

Children and young people are eligible for enrolment in a special class for autistic students when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

**AND**

- A demonstration of the understanding of complexity of the child’s overall level of need/s evidenced in the professional reports

**AND**

- 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**

- 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 autistic students. An application for this letter must be made to the NCSE by October 1st in the academic year prior to the year a student starts school. See the NCSE parent portal at : <https://ncse.ie/notify-ncse-special-class-special-school>

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) The school is oversubscribed (please see [section 7](#) 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. The Code of Behaviour Policy can be found on the school website: [www.tullamoreeducatetogether.ie](http://www.tullamoreeducatetogether.ie)

- c) A student has not reached 4 years of age on or before the 30<sup>th</sup> of June of the school year concerned as required under this policy.
- d) The Arc special classes attached to Tullamore Educate Together provide an education exclusively for autistic students and the school may refuse admission to this class, where the student concerned does not meet the criteria for admission to such a class as set out in section 4 above.

## 6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider 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, 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;
- (c) a student's academic ability, skills or aptitude; other than in relation to: admission to 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.
- (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 students who are enrolled in the school at the same time,
- (g) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 7. 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 all cases the child must have reached 4 years of age on or before the 30<sup>th</sup> of June of the school year concerned.

**Note:** *The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.*

### **a) Junior Infants**

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 for Junior Infants.

#### **Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time.

#### **Priority Category 2:**

Any available places will be allocated according to age - the oldest applicant being given first preference.

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

### **b) The Arc Autism Classes:**

If The Arc is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for The Arc. Applications under any of the priority categories listed below must meet the eligibility criteria for these classes, as outlined in section 4 above.

#### **Priority Category 1:**

Current students enrolled in mainstream who meet the criteria outlined in section 4 above.

#### **Priority Category 2:**

Applicant students who are siblings of children enrolled in the school at the same time.

#### **Priority Category 3:**

Any available places will be allocated according to age - the oldest applicant being given first preference.

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), places will be offered or added to a waiting list by the earlier date and time of birth of the student.

Please note:

- the the school is required to collect and share information regarding waiting lists for special classes with the NCSE, as necessary.
- In order to ensure that the NCSE has access to information on all children who may require a special class or special school place, parents/guardians should **notify the NCSE prior** to making an application for admission to a special class and / or special school. The NCSE will discuss with families the range of options that are available to meet the needs of their child or young person as identified in available reports. This notification together with the submission of the child or young person's relevant reports should occur as early as is possible. Notification should be made **before 1<sup>st</sup> October in**

**the preceding school year** to facilitate NCSE planning and to ensure that the NCSE and the Department is provided with sufficient time to plan and provide for additional special class and special school capacity.

- A notification of enrolment will be provided to the NCSE, within 14 calendar days of a school confirming that an offer of admission has been accepted.

### **c) Other year groups – Senior Infants to 6<sup>th</sup> Class**

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year, in an age appropriate class.

Having confirmed that a place is available within the specified class, applications are considered under the following criteria:

#### **Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time.

#### **Priority Category 2:**

Any available places will be allocated according to age - the oldest applicant being given first preference once there is space in the relevant class. A separate list will be operated per class.

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

## **8. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, a special class or to other year groups will be considered and decided upon in date order of when they were received in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in order of earliest date of birth.

## **9. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available in Junior Infants, a special class or other year groups, a waiting list of students whose applications for admission to Tullamore Educate Together 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 Tullamore Educate Together 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 see section 7 above. Late applications will be added to the list in date order, see section 8 above.

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.

**Waiting lists will expire at the end of each school year.**

## **10. Admissions of students after the commencement of the school year**

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next applicant on the waiting list if there is one, or to the next application subject to the school being satisfied with the reasons for the transfer ( Information will be required from the present/previous school concerning attendance, behaviour and educational progress).

A child removed from the register of Tullamore Educate Together N.S. in accordance with the terms of Rule 64, 2 (C) shall be re-enrolled at the request of his/her Parents/Guardians following his/her removal, subject only to their being a place in the school.

## **11. Decisions on applications**

All decisions on applications for admission to Tullamore Educate Together 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

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.

## **12. 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 but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of

the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

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

In accepting an offer of admission from Tullamore Educate Together, 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.

### **14. 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 Tullamore Educate Together 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 13](#) above.

Note: Any place offered to the applicant, is valid for the relevant school year only. If the applicant later decides they wish to attend the following year, then the offer of a place should be declined by the applicant and a new enrolment form completed for the required school year in line with the relevant school year policy and timeframe.

### **15. 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 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)

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

The board of Tullamore Educate Together 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.

## 17. 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.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review within 21 calendar days of the date** 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 within 21 calendar days of this date** 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.

## **18. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

## **18. Ratification & Review**

This policy was ratified by the BoM on 15<sup>th</sup> June 2026

It is scheduled for review in 2027

Educate Together, as patron, approved this policy on 3<sup>rd</sup> September 2025.

Sharon Mangan, Chairperson to Board of Management

Ultan Casey, Principal & Secretary to Board of Management