

*Louisburgh National School*



*Admissions Policy of Louisburgh National School*

*Tooreen Rd, Louisburgh, Co. Mayo F28T189 Roll No.: 20037L*

*Phone: 098 66300 Email: [info@louisburghns.ie](mailto:info@louisburghns.ie)*

*Principal: Emer Askin*

*Chairperson Board of Management: Peter O Malley*

## **1. Introduction**

The Board of Management, Louisburgh NS, Louisburgh Co. Mayo, sets out its enrolment/admissions policy in accordance with the provisions of the Education 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.

Ours is a Catholic school for boys and girls under the patronage of the Archbishop of Tuam, Most Reverend Francis Duffy. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people, and promotes a Christian philosophy of life.

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

Louisburgh NS is a Catholic co educational primary school with a Catholic ethos under the patronage of the Bishop of Tuam. 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, 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 Louisburgh 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.

### **Mission Statement**

Louisburgh NS is a National School in the parish of Kilgeever in Co. Mayo.

We foster and promote a Catholic ethos in our school, but we welcome children of all denominations and none. We are committed to the development of the total person, with each child achieving his/her full potential, academically, socially, emotionally, culturally and physically. We value and promote the identity, history, culture, fólóir, traditions and customs of our community. We strive to foster an atmosphere conducive to learning and growth and to make our school a happy and fun place to be.

### **3. Admission Statement**

Louisburgh National School 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) Louisburgh NS 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.

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

Louisburgh N.S. is a school which has established one 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.**

Louisburgh NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism (ASD)

#### **Application Procedure**

In the second school term, the Board of Management will communicate to the school community through appropriate channels e.g. social media, parish newsletter, website, local media outlets and parent emails to outline the enrolment procedures and information on where to obtain an enrolment form. Form is appended to this document

Parents/Guardians seeking to enroll their child in Louisburgh NS should return a completed enrolment application form (available in the office, online or by contacting the school) with the relevant information by the closing date (as set by the school)

Such information will include:

- Adoption/Birth certificate (original, copy will be made by school)
- Pupil’s name, age and address
- Pupil’s PPS Number
- Names, addresses and telephone numbers of parents/guardians
- Alternative contact telephone numbers in case of emergency (emergency contacts)
- Details of any medical condition that the school should be aware of
- Permission slips
- Specific legal arrangements (custody, court order, others)

The completion of an application form or the placement of a child’s name on a list, however early, does not confer an automatic right to a place in the school

Parents / Guardians of children enrolled in Junior Infants will be invited to an open evening in the school each year. Children enrolled in the school for September will be invited to attend school for induction on a given date the previous June.

## **5. Admission of Students**

Louisburgh NS 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.

This school shall admit each student seeking admission except where

- a) the school is oversubscribed
- 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 special class attached to Louisburgh NS provides an education exclusively for students with ASD 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.

Decisions in relation to applications for enrolment are made by the Board of Management of the school, in accordance with school policy. As a general principle, and in so far as is practicable, having regard to the school's enrolment policy, children are enrolled on application, provided that there is space available.

## **6. Oversubscription**

In the event of applications exceeding / expected to exceed the number of spaces available, the Board of Management has determined that priority in the allocation of places will be given in order to the following groups of children:

1. Siblings of children already enrolled in the school
2. Children who live within the parish
3. Age may need to be considered with preference being given to older pupils
4. Children who live outside the parish

In this event, parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made. In determining enrolment, the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size, maximum class average, and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes, and the presence of children with special educational/ behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety, and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education's rules for National Schools, which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

### **Enrolment of Children with Special Needs**

In relation to applications for the enrolment of children with special needs. It is open to the Board of Management to request a copy of the child's relevant reports including medical and/or psychological report, or, where such a report is not available, to request that the child is assessed prior to starting school.

The special class attached to S.N. Phádraig Naofa provides an education for students with ASD 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.

### **Enrolment in the ASD Class in Louisburgh NS**

Priority will be given to:

- Siblings of children already enrolled in the school
- Children who live within the parish
- Age may need to be considered with preference being given to older pupils
- Children who live outside the parish
- First Come, first offered a placement (Enrolment for the year ahead opens in February and parents can apply for a place in September)

The following criteria also apply:

- The class caters for children with mild or moderate learning difficulties
- Maximum number of pupils is 6 per class
- All pupils wishing to enroll must have a written diagnosis of Autism with a recommendation of a placement in a special autism class
- Transfer to ASD special classes is not automatic

As staffing is never on a one to one basis it is necessary that a pupil:

- Can follow an instruction
- Can use or are beginning to use a form of communication
- Can pull pants/trousers up and down independently
- Is toilet trained or is showing interest in using the toilet
- Can hang up coat independently
- Can complete an independent task e.g. a jigsaw, table top activity
- Is demonstrating engagement in the curriculum
- Can work at a table with minimum adult intervention
- Can eat without immediate supervision

The school will meet with the parents of the child to discuss the child's needs and school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties may be held. The Board of Management may decide to defer an enrolment of a particular child pending

- (a) The receipt of an assessment/report and/or
- (b) The provision of appropriate resources by the DES to meet the needs specified in the psychological and/or medical report

Consultation as to who might be enrolled in the ASD class will be made by a panel consisting of Principal, ASD class teacher, representative from the Board of Management, a NEPs psychologist and other relevant outside agencies pertaining to that particular pupil.

In the event of there being changing needs and the school finds itself in a position where it can no longer cater for those needs, a child's enrolment may be withdrawn.

Final decision will be made by the Principal, Special Class teacher and Chairperson of the Board of Management

## **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, other than in relation to a student's prior attendance at an early intervention class,
- b) the payment of fees or contributions (howsoever described) to the school;
- (a) 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.
- (b) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (c) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- (d) 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 and/or parents or grandparents of a student having attended the school.
- (e) 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 Louisburgh National School will be based on the following:

- Our school's admission policy

- The school's annual admission notice
- 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 below in relation to applications received outside of the admissions period and 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 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 below for further details).

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

In accepting an offer of admission from Louisburgh National School, parents/guardians 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 Louisburgh National School 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 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 Louisburgh National School 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 Louisburgh National School 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.

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 above

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

While Junior Infants and pre-school pupils should be admitted to school on the first school day of September, pupils may also be enrolled during the school year provided they are transferring from another school. Pupils will not be enrolled during the year unless transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the child to complete one full year. Enrolment applications

during the school year are brought to the next Board of Management meeting, after which a decision will be relayed to the applicant.

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

The board of Louisburgh National 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.

#### **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. Review/ 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.

## **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 to the school not 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.

Ratified by Board of Management on

**Appendix 1: Enrolment Form**  
**Appendix 2: Admissions Notice**



Louisburgh NS  
[www.louisburghns.ie](http://www.louisburghns.ie)

Email: info@louisburghns.ie

Fón 098 66300

## Application for Admission of new pupils

Pupils Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_ PPS No. \_\_\_\_\_

Nationality \_\_\_\_\_ English Spoken – Child \_\_\_\_\_ Parents \_\_\_\_\_

Address \_\_\_\_\_

Eircode: \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's  
 Occupation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Maiden Name \_\_\_\_\_  
 Occupation \_\_\_\_\_

Tel. No. Home \_\_\_\_\_ Work \_\_\_\_\_

Father's Mobile \_\_\_\_\_ Mother's Mobile \_\_\_\_\_

Tel. No. to be used to receive text messages \_\_\_\_\_

E-MAIL Address for school related correspondence \_\_\_\_\_

Contact Name & Phone No. for emergencies \_\_\_\_\_

Last School attended \_\_\_\_\_ Class \_\_\_\_\_

Does your child have any medical problems, Special Education Needs or other information you consider helpful for the school to have about your child. Has your child any allergies or does he/she need to have medication administered in school.

\_\_\_\_\_

Family Doctor \_\_\_\_\_ Tel. No. \_\_\_\_\_

**To which ethnic or cultural background group does your child belong (please tick one)?**

(Categories are taken from the Census of Population)

White Irish  Irish Traveller  Roma  Black African  Any   
 other White Background   Any other  Black   
 Background  Chinese  Any other Asian background

Other (inc. mixed background)  No Consent

**What is your child's religion? (please tick one)**

Roman Catholic   
Muslim (Islamic)

Church of Ireland

Presbyterian

(incl. Protestant)

Buddhist

Jehovah's Witness

Baptist

Lutheran

Hindu

Other Religions

No Religion

No Consent



**Please supply copies of the following documents to school:**

- **Birth Certificate**
- **Reports from previous school (if applicable)**
- **Psychological Reports (if applicable)**

*I consent for this information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.*

**Signed:** \_\_\_\_\_

\_\_\_\_\_ **Parent/Guardian**

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

## Louisburgh NS Consent Form

Child's Name: \_\_\_\_\_

We consent to the following ... (Yes or No)

1. Inclusion of child's photograph/work in school related activities, newsletter, competitions, and in school displays. \_\_\_\_\_
2. Inclusion of child's photograph on school website (always in a group, never alone) \_\_\_\_\_
3. Inclusion in trips in the locality e.g., church, library, secondary school, GAA grounds, playground, local sites of interest. \_\_\_\_\_
4. Inclusion in trips which may require bus transport ie football matches, school outings etc where prior notice is given \_\_\_\_\_
5. Our child's participation in the RSE [Relationships and Sexuality Education] Programme. \_\_\_\_\_
6. Inclusion in Liturgical Celebrations in keeping with our Catholic Ethos ie School Prayer Service/School Mass \_\_\_\_\_
7. Our child to participate in lessons taught by Special Education Teachers (e.g. in class support, group withdrawal, this may involve short excursions outside of school grounds. \_\_\_\_\_
8. To allow child's details (name, address, date of birth etc.) to be given to agencies such as HSE (school nurse, doctor, dentist) \_\_\_\_\_
9. Our child being taken to the doctor/hospital in case of emergency if you cannot be contacted. \_\_\_\_\_
10. Our child's uniform/clothes being changed by a teacher in the presence of another adult in case of toilet accident or illness. \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

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



**Louisburgh NS**  
**Annual Admission Notice**

**in respect of admissions to the 2022/ 2023 school year**

- This Notice must be published at least 1 week before a school can accept applications for admission**
- This Notice must be published on the school's website and must remain there for the duration of the school year**
- This Notice must also be made available on written request**

**Admission Policy and Application Form**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2022/23 is available as follows: –

To download at: [www.louisburghns.ie](http://www.louisburghns.ie)

On request: By emailing [louisburghns.ias@eircom.net](mailto:louisburghns.ias@eircom.net) or writing to: Louisburgh NS Tooreen Road Louisburgh Co Mayo.

**PART 1 - Admissions to the 2021 school year**

**Application and Decision Dates for admission to 2021 school year**

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	<b>February 7<sup>th</sup> 2022</b>
The school shall cease accepting applications for admission on	<b>April 29<sup>th</sup> 2022</b>
The date by which applicants will be notified of the decision on their application is	<b>June 1<sup>st</sup> 2022</b>
The period within which applicants must confirm acceptance of an offer of admission is	<b>End of June 2022</b>

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

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

The number of places being made available in junior infants is	<b>28</b>
The number of residential places is (boarding schools only)	<b>0</b>
The number of non-residential places is (boarding schools only)	<b>0</b>
The number of places being made available in the special class* catering for children with ASD is	<b>5</b>

