Inch National School
Scoil Náisiúnta Inis
Inch, Killeagh, Co. Cork. P36YW81
Tel: 024 95490 **Email:** inchnationalschool@gmail.com

Admissions Policy

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 19th of 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 St. Patricks NS 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

St. Patrick's N.S, Inch is a catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cloyne.

"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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual. Physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and

  resurrection of Jesus 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, 199t the Board of Management of St. Patrick's N.S, Inch 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. This policy is linked to other relevant policies within the school, and particularly our Code of Discipline.

3. Mission Statement

St. Patrick's N.S, Inch is a Catholic School with a Catholic Ethos, it also has due recognition for all other religions and non- religion groups, where pupils attending our school are respectfully given the freedom to adhere to their own beliefs and practices.

Our aim is to provide a safe, happy and stimulating environment for our pupils where their social, emotional, physical, intellectual and spiritual developments are nurtured. It is a welcoming place, where everyone, regardless of age, race, creed or ability is valued equally and treated with kindness and respect.

4. Admission Statement

St. Patricks N.S, Inch will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned
- the civil status ground of the student or the applicant in respect of the student concerned
- the family status ground of the student or the applicant in respect of the student concerned
- the sexual orientation ground of the student or the applicant in respect of the student concerned
- the religion ground of the student or the applicant in respect of the student concerned
- the disability ground of the student or the applicant in respect of the student concerned
- the ground of race of the student or the applicant in respect of the student concerned
- the Traveller community ground of the student or the applicant in respect of the student concerned
- 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.

St. Patrick's N.S, Inch 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.

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

St. Patrick's N.S, Inch will cooperate with the 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 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.

St. Patrick's N.S, Inch will comply with any direction served on the board or the patron under section 37A and 67(4)(b). In accordance with the Education Act, 1998

6. 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

St. Patrick's NS, Inch is a Catholic Primary school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school

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

St Patrick's NS, Inch 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 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.

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

St. Patrick's NS, Inch with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with a primary diagnosis of Autism/ Autistic Spectrum Disorder

Children and young people are eligible for enrolment in a special class

for Autism) 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 autism.

8. Guidelines for Applications to the Autism Classes

When applying to Inch National School for the Autism Class, please ensure that the NCSE

eligibilit letter is attached to your school admission application.

9. 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:

Selection Criteria for Admission to St. Patrick's, Inch- Mainstream Classes *1.*

Those living within closest proximity to the school.

2. Those living within the Killeagh/ Inch Parish area.

3. New entrants whose siblings (including step and foster siblings) are already enrolled in St. Patrick's N.S, Inch.

4. New entrants whose parents are a current member of the Staff of St. Patricks N.S, Inch. 5.

New entrants whose parents are past pupils of St. Patrick's Inch NS.

Selection Criteria for Admission to St. Patrick's, Inch- Mainstream Classes- Autism Class If the number of children on the waiting list exceeds the number of places available, the following prioritising criteria are used.

1. existing pupils within our schools (mainstream classes)

2. siblings of children (including step and foster) that are enrolled in the school at the same time.

3. Siblings of children who have attended the school in the past.

4. those living with closest proximity to the school

5. those living within the Killeagh/ Inch Parish area

6. those whose parents are a current member of the Staff of St. Patricks N.S, Inch.

10. Those parents are past pupils of St. Patrick's Inch NS

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 the remaining places) the following arrangements will apply: the following arrangements will apply: priority will be given to the eldest applicant.

11. 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 (however 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 meetings 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 in the case of this school including the selection criteria based on (1) siblings of a student attending or having attended the school and (2) parents or grandparents of a student 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 2026 only).

12. Decisions on applications

All decisions on applications for admission to St. Patricks, NS 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.

13. 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 if appeal of the school's decision (see section 18) below for further details.

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

In accepting an offer of admission from St. Patrick's N.S, Inch, 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.

15. 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 St. Patricks N.S, Inch 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.

16. 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—

an application for admission to the school has been received,

an offer of admission to the school has been made, or

an offer of admission to the school has been accepted

The list may include any or all the following:

the date on which an application for admission was received by the school.

the date on which an offer of admission was made by the school.

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).

17. 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 St. Patrick's N.S, Inch 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 St. Patrick's N.S, Inch 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

18. 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 policy, the Education Admissions to School Act 2018 and nay regulation made under the Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the state 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 available, the name of the applicant will be added to the waiting list as set out in Section 13.

19. 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
- The school makes decisions on applications received.
- Parents notified within the timeframe – as in Annual Notice / within 3 Weeks of receipt of application. o School offers a place or School places applicants 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 Enrolment is pending satisfactory compliance with the Admissions Policy.

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The board of St. Patrick's N.S, Inch 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.

20. 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 of 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.

21. Reviews/appeals Review of decisions by the board of Management 10

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.

22. 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.

23. Review:

The school's Admissions Policy was reviewed in September 2026, Updates were made to reflect NCSE change of timeline for Letters of Eligibility.

Board of Management Approval:

Tom Ashman: Chairperson of Board of Management of Inch National School

Kathleen Walsh: Principal of Inch National School

Date: 29th of September 2026

Patron Approval

Michael Walsh: DEO Cloyne Date: 19th of September 2026