

# **Admission Policy of Lawrencetown National School**

**Lawrencetown, Ballinasloe, Co. Galway**

**17170T**

**School Patron: Bishop Duignan - Bishop of Clonfert**

## **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 \_\_\_\_\_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 Lawrencetown N.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.

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

Lawrencetown National School is a co-educational primary school under the patronage of Bishop Michael Duignan of Clonfert Diocese. 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.

We foster Christian values of love, tolerance, fairness and respect for self and others. We welcome pupils of all denominations and strive to nurture each child's gifts and capabilities in an atmosphere of trust. We celebrate the uniqueness of each child and value their contributions to the school. We hope by meeting their needs, foundations are laid for happiness and fulfilment in later life.

### 3. Admission Statement

Lawrencetown 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

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.

Lawrencetown NS 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.

And Lawrencetown NS 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(4B) of the Education Act.

Lawrencetown National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

Lawrencetown NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for Autistic students (pupils with Autistic Spectrum Disorder).

Pupils with special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills (DES) and the National Council for Special Education (NCSE).

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)

Following receipt of the report, the Board of Management will assess how the school can meet the needs as specified therein. - Where the Board of Management deems that further resources are required, it will request the DES and or NCSE and or HSE to provide resources required to meet the needs of the child as outlined in the medical and or psychological report(s). - The Principal may, in conjunction with the Special Educational Needs Officer (SENO) or the DES Inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

#### 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

Lawrencetown N.S. is a Catholic School and may refuse to admit as a student a person who is not of Catholic 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:

- a) Siblings (including stepsiblings, resident at the same address of children already enrolled).
- b) Children living within the parish.
- c) Children whose parents or grandparents attended the school
- d) Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the parish/agreed catchment area.

### **For Admissions to other classes:**

- If there are two or more students tied for a place within categories; and the admissions have been submitted during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned; the school will apply a random selection process to these applicants only in order to establish to whom places in that category will be offered.
- If there are two or more students tied for a place within categories; and the admissions have been submitted after the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned; these will be admitted according to the date in which they seek admission.
- If a child transfers into the catchment area during the school year (not including children transferring from other schools within the local area) and a placement becomes available in the school, that child will be prioritised for admission over children from other categories awaiting admission.
- While the maximum number of applicants that can be enrolled in in each class from 1st to sixth class has been decided by the Board of Management as 15. The Board reserves the right to change this number should relevant circumstances change.

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:

Additional criteria of the age of the pupils will be taken into account and priority given to older children.

## 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;
- (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.

## 8. Decisions on applications

All decisions on applications for admission to Lawrencetown 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 Lawrencetown 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 Lawrencetown 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.

## **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 Lawrencetown 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 Lawrencetown 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.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's

admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

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

- Other pupils may be enrolled during the school year if newly resident on the area.
- Parents of these pupils must fill in an enrolment form and return with a copy of the child(ren)'s birth certificate(s).
- Parents are also asked to provide written reports, test results, attendance records etc. from the school(s) previously attended by the pupil(s) to elicit information that will be helpful to the school to plan for their admission
- The school may contact previous school(s) attended to elicit the above information.
- Parents/Guardians are given a copy of the school procedure documents.
- In cases where the pupil has S.E.N. the school must be furnished with any relevant documents or information pertaining to the pupil's needs to ensure provision of resources.

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:

- Students to enrol at the beginning of a new term following the procedures outlined above.
- Decisions in relation to enrolment are made by the B.O.M. in accordance with the school's Admission Policy.
- In so far as is practicable pupils will be enrolled on application, provided that there is space available and having due regard for the Healthy and Safety of all pupils.
- The B.O.M. is bound by the DES "Rules for National Schools".

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

The board of Lawrencetown 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) 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 or in the case of a student who has reached the age of 18 years, the student, who has requested that

the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

- A written request should be made to the Principal of the school.
- A meeting will be arranged with the parents/guardians 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, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

**Reviews:**

This policy will be subject to review by the Board of Management as rules of enrolment and circumstances warrant.

**Ratification:**

This policy was ratified by the Board of Management:

Signed: Marie Naughton

A handwritten signature in black ink that reads "Marie Naughton". The signature is written in a cursive style with a long horizontal stroke at the end.

Date: 9<sup>th</sup> July 2025