

Stonepark NS

Longford N39 T925

Phone 043 3346036 email info@stoneparkns.ie

Roll No. 14386E

Patron: The Bishop of Ardagh & Clonmacnois

**Admissions Policy**

(Updated and agreed by the Board of Management – 18th October 2023)

## **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 31st August 2020. 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 Stonepark 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.

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

Stonepark NS is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Ardagh & Clonmacnois. “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

1. a living relationship with God and with other people; and
2. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
3. 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 Stonepark 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.

## **Admission Statement**

Stonepark NS will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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| Stonepark 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 Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.Stonepark NS is a school whose objective is to provide education in an environmentwhich 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. |

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

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| Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science and the National Council for Special Education to the Board of Management. Parents of children with special needs are requested to furnish the Board of Management with a copy of all relevant professional reports concerning the child’s special needs. If such reports are not available the Board of Management will request the parent to have their child undergo all relevant professional assessments. The purpose of assessment reports is to assist the school in establishing the educational and training needs of the child, relevant to his/her disability of special needs and to profile the support services required.  |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [Section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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| Stonepark NS is a Catholic school and may refuse to admit as a student a person who is not of (specify denomination) where it is proved that the refusal is essential to maintain the ethos of the school.The Board of Management deems Stonepark National School to be full at 240 pupils. The Board of Management in arriving at this decision considers the current DES maximum average class size directive, available school space and the health and safety of the school community. Due to space restrictions and the health, safety and well-being of students and staff no individual class size is to exceed 32 pupils. |

## **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:

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| In the event of the number of children seeking enrolment in Junior Infants exceeds the number of places available, the following order of criteria will be used to prioritise children for enrolment:* Siblings (including step/foster-siblings, resident at same address) of children already enrolled;
* Siblings (including step / foster-siblings resident at the same address) of past pupils.
* Children living within the Stonepark Area (See **Appendix 1** for details of this area)
* Children of current school staff

In each of the above circumstances, priority will be given to the oldest when accepting applications for Junior Infants. The Board of Management of Stonepark National School, in accordance with the DES Rules for National Schools, accepts applications from children who have attained the fourth anniversary of their birth by 1st September of the year of application. Applications for Junior Infants will be given priority over other classes. |

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:

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| If consequent to the three criteria above for applicants being fulfilled, there are more official applications received than there are places available, these shall be filled on a lottery basis. The child’s address for enrolment purposes is the child’s primary residential address. **Acceptable proof of the child’s primary residential address on the 1st March of the year of enrolment is required. (One utility bill will be sufficient)** |

## **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,
2. the payment of fees or contributions (howsoever described) to the school
3. a student’s academic ability, skills or aptitude
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
6. 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 wishing to include a selection criterion based on siblings of a student attending or having attended the school)
7. 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 Stonepark NS 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).  |

## **Decisions on applications**

All decisions on applications for admission to Stonepark 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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [Section 15](#_Declaration_in_relation)  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.

## **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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from Stonepark NS, 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.

## **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 Stonepark NS where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [Section 10](#_Acceptance_of_an) above.

## **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).

## **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 Stonepark NS 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 Stonepark NS is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy. Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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

## **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 in Section 13.

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

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| Pupils may transfer to Stonepark National School during the school year, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. Transfers to the school in the third term will only be considered in exceptional circumstances. In addition, the following matters will be considered and deemed relevant:1. The provision of stability for the child and ensuring if practicable that the child stays at his/her current school if the school is more proximate to where he/she lives.
2. The parent’s reason for transfer

When a parent from another school in the vicinity applies for a place during term time the following procedure is followed:* 1. The parent is advised to discuss the matter with the teacher or the principal in their current school and to resolve any difficulties there.
	2. A meeting may then take place with the principal of Stonepark National School at which their case is listened to. The principal will advocate the child staying in the current school.
	3. If after (a) and (b) above the child wishes to apply for a place in Stonepark National Schools, permission is sought for the principals of the two schools to discuss the matter. At this stage due account will be taken of the parent’s reason for seeking the transfer.
	4. After due discussion, if the parent continues to seek a transfer, applications made to Stonepark National School will then be accepted by the principal and dealt with in the usual way.
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## **Declaration in relation to the non-charging of fees**

The Board of Management of Stonepark NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

##  **Arrangements regarding students not attending religious instruction**

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| The following are the school’s arrangements for students, where the parents of a 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 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. |

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## **Reviews / appeals**

**Review of decisions by the Board of Management**

The parent of a 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 a 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.

**Appendix 1**

**‘Stonepark Area’**

The ‘Stonepark area’ referred to in the third of the four criteria used to prioritise children for admission in this Admissions Policy is an area within the Catholic Parish of Templemichael & Ballymacormack that Stonepark NS has traditionally served. The B.O.M defines it as follows:

*Houses in the townlands of*

* Aghafad, Aghantrah,
* Ballinamore, Ballintempan, Ballyclare, Ballymakeegan, Ballymichan, Brickeens,
* Caldraghmore, Calf Park, Carraigeen, Carrowmanagh, Cartronageeragh,
* Cloonanny, Clooneena, Cloonkeen, Cloontirm, Cloonturk,
* Corlagan, Craane, Crockaun,
* Curry,
* Doonameran, Dunbeggan,
* Farrneyhoogan**\*\*(please refer to note below)**,
* Fearaghfad,
* Garvagh, Glebe, Gorteenboy, Gowlan, Gragh,
* Knockanboy, Knockatarry Brickeens, Knockatarry Poynton, Knockagowny,
* Lisduff,
* Meelick, Mullaghavorneen,
* Newtown,
* Stonepark,
* Trillickacurry, Trillickatemple

*and all houses not already in the above townlands that front onto*

‘Clonterm Lane’ [signposted Cloontirm L1151] and minor roadways which branch off of it. *(The lane runs between ITM co-ordinates 611945,773525 and 611750,774905)*

‘Ballyminion Lane.’ *(The lane is a ‘cul de sac’ which connects to the N63 road at ITM co-ordinate 612380,774230)*

The section of the Longford to Moydow Road that runs between townlands of Glebe and Lisduff. *(The section of road between ITM co-ordinates 613555,773785 and 613835,773465)*

*\* The ITM co-ordinates are as per the Irish Transverse Mercator (ITM) mapping projection currently used by Ordinance Survey Ireland and viewable on maps available on www.osi.ie*

**Please note:**

**\*\*There are only three housing estates currently in the ‘Stonepark area’. These are:**

* **Aughafad Heights,**
* **Silver Birches**
* **The Rocks.**

**Please refer to map enclosed.**

**If you move house having already filled in an application form you must call to the school and fill in a new application.**

**GDPR** (General Data Protection Regulations) came into effect on May 25th 2018.

**Stonepark NS** collects and processes personal information to comply with our legal and statutory obligations, including, but not limited to those under the Education Act 1998 (as amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSEN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post-Primary Schools 2017, the Teaching Council Acts 2001-2015 and Safety Health and Welfare at Work legislation.

We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements, after such time this information will be deleted or shredded.

Signed: *Fr Michael McGrath* (Chairperson BOM)

Signed: *Mr Micheál O’Sullivan* (Principal)

Dated:28 September 2020