



**SCOIL NAOMH CÁRTHACH  
BALLYFINANE N.S.  
FIRIES  
KILLARNEY  
CO. KERRY  
PHONE: 066-9764044**

## **Admissions Policy**

**Admission Policy of Ballyfinane National School**

**School Address: Firies, Killarney, Co. Kerry V93 NP26**

**School Website: [www.ballyfinanens.ie](http://www.ballyfinanens.ie)**

**Roll number: 07990F**

**School Patron: Bishop Ray Browne, Co. Kerry**

### **INTRODUCTION**

This Admissions Policy complies with the requirements of the Education Act 1998, 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. This policy was approved by the school patron on 22<sup>nd</sup> May 2020. It is published on the school's website [www.ballyfinanens.ie](http://www.ballyfinanens.ie) and is also available in hardcopy, on request.

The relevant dates & timelines for the Ballyfinane N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

### **CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL**

Ballyfinane National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Kerry. "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, a living relationship with God and with other people; and
- including the intellectual, physical, cultural, moral and spiritual aspects; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 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 Ballyfinane N.S. 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.

Ballyfinane N.S. 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.

Ballyfinane N.S. 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.

## **BALLYFINANE NATIONAL SCHOOL MISSION STATEMENT**

Ballyfinane N.S. seeks to provide a very high standard of education to all of the pupils in the school in a friendly, welcoming Catholic school environment. The children of the school are encouraged to be responsible members of the school and local community. The school envisages the holistic development of the children through teaching Christian values and encouraging participation in extra-curricular activities. Ballyfinane N.S. values all of the children in the school. The school recognises the fact that all children learn in different ways and have different abilities and talents that will be nurtured in the school.

**(See Appendix 1 for further details)**

## **ADMISSION STATEMENT**

Ballyfinane 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.

## **ALL DENOMINATIONAL SCHOOLS**

Ballyfinane N.S. 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 and it is proved that the refusal is essential to maintain the ethos of the school.

## **CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL**

On enrolment of children with special needs, the Board of Management will request a copy of all relevant information and reports – the child's medical and/or psychological report. If none are available the Board will request that the child be assessed immediately. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the child, relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board of Management will assess how the school can meet the needs specified in the report and, as far as practicable, the child's needs will be met. Where the Board of Management deems that further resources are required, it will request the Special Education Needs Organiser (SENO) to provide the resources required to meet the needs of the child.

These resources may include for example access to or the provision of any or a combination of the following:

- visiting teacher service
- special education teaching time
- special needs assistant
- specialised equipment or furniture
- transport services

The school meets with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties is held which may include principal, class teacher, special education teacher, parents, S.E.N.O. and psychologist.

## **ADMISSION OF STUDENTS**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [Oversubscription](#) 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

## ALL DENOMINATIONAL SCHOOLS

Ballyfinane N.S. is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

## 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:

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Siblings of Past pupils, priority to eldest*
3. *Children residing in the parish, priority to eldest;*
4. *Children of parents who are passed pupils of the school*
5. *Children of staff members, priority to eldest*

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:

- Random selection (independently verified by the Parish Priest not on BOM)
- Priority to eldest in accordance with the above criteria – or as determined by BOM

## 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 (other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (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 31<sup>st</sup> January 2025 only)**

## DECISIONS ON APPLICATIONS

All decisions on applications for admission to Ballyfinane N.S. 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

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 [Review of Decisions](#) below for further details).

## **ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT**

In accepting an offer of admission from Ballyfinane National School, you must indicate

- 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
- 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 Ballyfinane N.S. where

- a) it is established that information contained in the application is false or misleading.
- b) 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.
- c) 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
- d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [Acceptance of Offer](#) 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

## **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 Ballyfinane 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 Ballyfinane 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. 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**

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: 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.

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area. Parents/guardians will be informed of a decision on enrolment applications within 21 days of receiving completed applications. Applications that have not included reports requested by Ballyfinane N.S. will not be considered complete. This also applies to children whose parents apply to enrol them mid-year.

Pupils enrolled in Ballyfinane N.S. are required to co-operate with, and support, all published school policies, including the Code of Behaviour. The Board of Management places parents/guardians responsible for ensuring that their child/children co-operate with said policies in an age-appropriate way. A copy of the Code of Behaviour is available on our school website. A hardcopy is available at the school on request.

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; 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 Ballyfinane 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 Ballyfinane 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.

**\*\*Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 30th of the school year.\*\***

## **DECLARATION IN RELATION TO THE NON-CHARGING OF FEES**

The board of Ballyfinane 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) the admission or continued enrolment of a student in the school

## **ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION**

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school. We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc. The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school. Once discussed a programme of work will be agreed and signed by the Parents. The pupils will complete this work monitored by the parent's during religion time 12.00pm-12.30pm each day.

## **REVIEWS/APEALS**

The parents/guardians 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.

#### **RIGHT OF APPEAL**

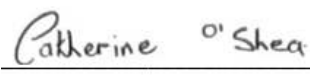
Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission. An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed. An appeal may 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.

**This policy was adopted by the Board of Management on 15/12/2022**

Signed:   
**Chairperson of Board of Management**

Date: 15/12/2022

Signed:   
**Principal**

Date: 15/12/2022

The contents of this policy have been approved by St.Senan's Education Office, acting on behalf of the Patron.

## **APPENDIX 1 - GENERAL OBJECTIVES OF THE SCHOOL**

Ballyfinane N.S. operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Science (DES) Circulars.

**School Name: Ballyfinane N.S.**  
**School Roll Number: 07990F**  
**School Address: Furies, Killarney, Co. Kerry**  
**Telephone No.: (066) 9764044**  
**Denominational Character: Roman Catholic**  
**Name of Patron: Bishop Ray Browne**  
**Total No. of Teachers: 2 Shared S.E.T. Teacher**  
**Range of Classes Taught: Infants to Sixth**  
**Gender Orientation of School: Mixed**

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or other
- special educational need;
- equality of access and participation in the school;
- parental choice in relation to enrolment; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

In keeping with the ideal of inclusiveness that is central to the philosophy and ethos of Ballyfinane N.S. the teachers and staff strive to ensure that the dignity and value of each child is recognised and reflected in our Admission Policy.

The aims and objectives are as follows:

- To ensure smooth integration of infant and new children into the primary school education system
- To enable the school to provide the most appropriate learning environment through knowledge of the academic and social level the child is at
- To enable optimum inclusiveness

### **OPENING AND CLOSING TIMES**

School hours are from 9.00am to 2.40 pm. Supervision is provided by school staff from 8.45am to 2.40pm each day. Children are expected to be on time for school. Any child on the premises before 8.45 am will not be supervised, and the Board of Management will not be responsible for any accidents on school property before official times.