



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 forwarded to the school patron on April 30th 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 St Patrick's BNS Skibbereen 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 BNS Skibbereen is a Catholic all boys primary school with mixed ASD classes with a Catholic ethos under the patronage of the Bishop of Cork & Ross.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.



In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Patrick's BNS Skibbereen 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.

While St Patrick's BNS is a school with a Catholic ethos, it welcomes and gives due recognition to all other religions.

St Patrick's BNS will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

3. Admission Statement

St Patrick's BNS Skibbereen 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.

In accordance with Section 62 of the Education Act 2022, St Patrick's BNS 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.

St Patrick's BNS 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.

Single gender schools

St Patrick's BNS Skibbereen is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school. We accept both boys and girls in our ASD classes.

All denominational schools

St Patrick's BNS Skibbereen 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.

Schools with special education class(es)

St Patrick's BNS Skibbereen is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

(a) In the case of a mainstream school with a SEN class attached

St Patrick's BNS Skibbereen, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism.

Admissions to ASD Classes

The school requires a report from a multi disciplinary team recommending a place in an ASD class attached to a mainstream school. Reports from an individual professional will not meet the criteria for enrolment.

These reports will be sent by the school to the Special Education Needs Organiser (SENO) to ensure that the child meets the Dept of Education criteria for enrolment in a special class.



4. 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

A school that admits students of one gender only

St Patrick's BNS Skibbereen provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school. However, both boys and girls are eligible to apply for places in our Autism classes.

All denominational schools

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

School with special education class(es)

The special classes attached to St Patrick's BNS Skibbereen provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

5. 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:

Oversubscription in Mainstream Classes

The following selection criteria will apply in the following order:

1. Brother(s) (including stepsiblings) resident at same address of children already enrolled or previously enrolled in the school
2. Boys living within the parish
3. Children of current school staff
4. Children of parents who are past pupils of the school
5. Children of grandparents who are past pupils of the school



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:

In the unlikely event that two or more students are tied for a place or places,

- Dates of birth will be used initially, older prospective pupils will get priority
- Should there be identical dates of birth, the Board of Management will draw lots

Oversubscription in Special Classes for Children with Autism

Having received the application from the parent, the school will consult with the SENO (Special Educational Needs Organiser) and other professionals working with the child (WCCDS, CoAction, psychologists, teachers etc) in order to ascertain the suitability of the child for a special class for children with ASD in a mainstream school.

St Patrick's BNS will only accept applications for enrolment to the Autism classes which are accompanied by a team diagnosis. Reports from individual professionals will not suffice.

Following the consultation, the priority categories for the Autism Classes in our mainstream school are as follows:

1. Children who meet the criteria of this policy and who are currently enrolled in St Patrick's BNS mainstream classes with a recommendation that a special class placement within a mainstream school is best suited to the child's needs.
2. Children who meet the criteria of this policy who are siblings of children currently attending or who have attended St Patrick's BNS.
3. Children who meet the criteria of this policy and have attended the Early Intervention classes in St Patrick's BNS and have lived within the parish for a minimum of three years
4. Children who meet the criteria of this policy and have lived in the parish of Skibbereen for a minimum of three years.
5. Children who meet the criteria of this policy and have attended the Early Intervention classes in St Patrick's BNS.
6. Children who meet the criteria of this policy and live in the parish of Skibbereen.
7. Children who meet the criteria of this policy and are children of current staff.
8. Children who meet the criteria of this policy and whose parents are past pupils of St Patrick's BNS.
9. Children who meet the criteria of this policy and whose grandparents are past pupils of St Patrick's BNS
10. All other children who meet the criteria of this policy.



In the unlikely event that two or more students are tied for a place or places,

- Dates of birth will be used initially, older prospective pupils will get priority
- Distance from the school.
- Consultation with the SENO, WCCDS to determine most suitable placement.

6. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) c " u v w f g p v ø u " r t k s h o l o r p r e - s c h o o l s e r v i c e , i n c l u d i n g n a f o n r a f , o t h e r g v j c p " k p " t g n c v k q p " v e q n " t h e e a r l y i n t e r v e n t i o n A u t i s m " c l a s s i n k S q t R c v t k e m ø u " D P U " U m k d d g t g g p
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) c " u v w f g p v ø u " c e c a f t i t u d e k e " c d k n k v { . " u m k n n u " o t h e r t h a n i n r e l a t i o n t o a d m i s s i o n t o o n e o f o u r A u t i s m c l a s s e s i n s o f a r a s i t i s n e c e s s a r y i n o r d e r t o a s c e r t a i n w h e t h e r o r n o t t h e s t u d e n t h a s t h e c a t e g o r y o f s p e c i a l e d u c a t i o n a l n e e d s c o n c e r n e d
- (d) the occupation, financial status, academic c d k n k v { . " u m k n n u " q t " c
- (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) c " u v w f g p v ø u " e q p p g e v k q p " v q " v j g f a m i l y a t t e n d i n g o r " h a v i n g p r e v i o u s l y a t t e n d e d t h e s c h o o l ;
However, in the case of over-subscription, in accordance with the schools selection criteria(see previous section), priority will be given to
(1) siblings of a student attending or having attended the school and/or
(2) parents or grandparents of a student having attended the school.
- In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- (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 2025 only).

7. Decisions on applications

All decisions on applications for admission to St Patrick's BNS Skibbereen 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.

8. 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).

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

In accepting an offer of admission from St Patrick's BNS Skibbereen, 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.

10. 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 Patrick's BNS 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.

11. 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).



12. 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 BNS Skibbereen 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 BNS Skibbereen 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.

13. 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.

14. 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:

- Enrolments during the school year will follow the steps for enrolment at the beginning of the school year
- Parents fill out application form and return to school. If the child has attended another school previously, the parents must furnish the school with relevant reports from that school including attendance and educational progress and any professional assessments, i.e. psychological, speech & language, occupational therapy etc

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Principal : Mr. Alan Foley



- The Principal, in consultation with staff, will determine if there is a space in the class requested
- The Principal will inform the parent within 3 weeks as to whether there is a place

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:

- Enrolments during the school year will follow the steps for enrolment at the beginning of the school year
- Parents fill out application form and return to school. If the child has attended another school previously, the parents must furnish the school with relevant reports from that school including attendance and educational progress and any professional assessments, i.e. psychological, speech & language, occupational therapy etc
- The Principal, in consultation with staff, will determine if there is a space in the class requested
- The Principal will inform the parent within 3 weeks as to whether there is a place

15. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of St Patrick's BNS Skibbereen or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

16. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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 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.

17. 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)

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