

Ballymacarbry Central School

Ballymacarbry, Via Clonmel, Co. Waterford. E91 E426 Roll # 19345P
Telephone: 052 6136349 • Email: ballymacns@gmail.com

Michael J. O'Ryan – Principal

"Ni neart go cur le chéile"



Admission Policy of Ballymacarbry N.S.

BALLYMACARBRY,

Via CLONMEL,

Co. WATERFORD.

Roll number: 19345P

School Patron: Roman Catholic Bishop of Waterford & Lismore

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 17th June 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 Ballymacarbry 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

Ballymacarbry N.S. is a catholic and co-educational primary school with a catholic ethos under the patronage of the Bishop of Waterford & Lismore.

"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 Ballymacarbry 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.

Ballymacarbry N.S. is a co-educational, catholic, primary school which strives to provide a well ordered caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While Ballymacarbry N.S. is a school with a catholic ethos, it has also due recognition for all other religions. Ballymacarbry N.S. will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes. Ballymacarbry will encourage the involvement of parents through home / school contacts and through their involvement in the Parents Association of Ballymacarbry N.S. Ballymacarbry N.S. 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. Ballymacarbry N.S. will promote gender equity amongst the teachers and pupils. Déanfaimid iarracht Gaeilge a labhairt. “Ní neart go cur le Chéile.”

The School supports the principles of;

Inclusivity (particularly with reference to children with disabilities or special education needs).

Equality of access and participation in the school.

Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Parental rights to enrol their children in the school of their choice; this is in the context of the existing school community and the rights of the pupil already enrolled.

3. Admission Statement

Ballymacarbry 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.

BALLYMACARBRY 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.

BALLYMACARBRY 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.”

Ballymacarbry 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

This section is not applicable to our school at present.

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.

All denominational schools

Ballymacarbry NS is a Roman 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.

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:

Selection Criteria

Children have to be 4 yrs of age on 1st Sept for entry to Junior Infants in Sept of that year.

Criterion 1: Applicants living in the catchment area. i.e. (Priority to the eldest)

Children who live within the parishes of Fourmilewater, the Nire and the catchment area of the schools which ceased to exist when amalgamated to become Ballymacarbry Central School, namely Newtown, Russelstown, Nire, Bennett's Church and Croughclooney schools.

Criterion 2: Applicants with siblings attending or having attended the school. (Priority to the eldest)

Criterion 3: Applicants whose parents work in the school. (Priority to the eldest)

Criterion 4: Applicants whose parents / grandparents attended the school. (Priority to the Eldest)

Criterion 5: Applicants other than those outlined above.

If an applicant falls into a number of priority categories listed above, s/he will be included in the priority category which affords her/him the highest priority.

Our school is deemed oversubscribed when we reach the pupil enrolment that should allow us to receive an additional teacher the following year. i.e. having an additional pupil without an extra teacher.

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:

If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled. If during this selection process, two or more applicants have the same date of birth, the school will apply a transparent random selection process to these applicants only, in order to establish to whom places in that category will be offered.

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:

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) 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;
- (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).

8. Decisions on applications

All decisions on applications for admission to Ballymacarbry 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 Ballymacarbry 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 Ballymacarbry 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.

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)

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 Ballymacarbry 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 Ballymacarbry 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.

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.

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 a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13

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:

Applications for entry at the start of the school year to classes other than Junior Infants may be submitted at any time. If capacity exists to offer a place (places), cognisance will be given to criteria as outlined above. Places are allocated on a first-come, first-serve basis.

The decision to enrol is at the discretion of the BOM, being mindful of the following:

- School's spare capacity to enrol.
- DES maximum class average directives.
- Family's willingness to sign the school's code of Behaviour.
- Family's cooperation in liaising with previous school.
- Acceptance of this Admissions Policy.

The BOM reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the BOM, there is evidence of an unacceptable risk to other pupils, school staff or school property.

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:

It is always advisable to commence in a new school at the start of a new school year / term, however pupils may **transfer** to the school at any time, subject to the above, and in some cases, subject to the prior approval of the D.E.S.

The decision to enrol is at the discretion of the BOM, being mindful of the following:

- School's spare capacity to enrol.
- DES maximum class average directives.
- Family's willingness to sign the school's Code of Behaviour.
- Family's cooperation in liaising with previous school.
- Acceptance of this Admissions Policy.

The BOM reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the BOM, there is evidence of an unacceptable risk to other pupils, school staff or school property.

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

This rule applies to all schools.

The Board of Ballymacarbry 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.

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.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school.

These arrangements will not result in a reduction 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) to discuss how the request may be accommodated by the school.

The relevant class teacher may also be involved in this process at the request of the principal.

This will be done on a case by case basis.

It will follow protocol as laid out in the School's Religious Education Policy.

N.B. It must be borne in mind that our school may not have the resources to cater for each and every individual's needs in this regard.

18. Reviews / Appeals

Review of decisions by the board of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29 C 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 29 B 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 29 B and with section 29 C 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 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 29 B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Evaluation

The Board of Management in conjunction with the patron will monitor the implementation of all aspects of the Policy.

Review Procedure

All stakeholders have been involved in this process from the Department of Education and Skills, to the CPSMA, our own Patron, The Board, The Principal, Staff and the Parent Body.

The policy will be reviewed as directed.

Approval

This draft policy document was forwarded to the Catholic Bishop of Waterford and Lismore on
31st Mar. 2020

And ratified at BOM on
12th Aug. 2020

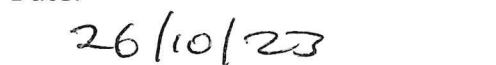
It was amended by BOM as per Diocesan Instruction on
20th Dec. 2022

This version was ratified by BOM on
26th Oct 2023

Signed:



Date:



Ballymacarbry Central School

Ballymacarbry, Via Clonmel, Co. Waterford, E91 E426 Roll # 19345P
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Michael J. O'Ryan – Principal

"Ní neart go cur le chéile"



BALLYMACARBRY N.S. ANNUAL ADMISSION NOTICE

In respect of admissions to the 2024/2025 school year

- 1. This Notice must be published at least 1 week before a school can accept applications for admission.**
- 2. This Notice must be published on the school's website and must remain there for the duration of the school year.**
- 3. This Notice must also be made available on written request.**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/2025 is available as follows: – To download at: www.ballymacns.com
On request: By emailing ballymacns@gmail.com or writing to:
The Principal, Ballymacarbry NS, Via Clonmel, Co. Waterford. E91 E426

PART 1 - Admissions to the 2024/2025 school year

The school will commence accepting applications for admission on	1st October 2023
The school shall cease accepting applications for admission on (There must be a minimum period of 3 weeks between this date and the commencement date for accepting applications for admission)	1st March 2024
The date by which applicants will be notified of the decision on their application is (This date must be within 3 wks of the closing date for receipt of application or within 3 wks of the application date for late applications)	21st March 2024
The period within which applicants must confirm acceptance of an offer of admission is	1st April 2024

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn. Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.**

Number of places being made available in 2024/2025

The number of places being made available in junior infants is	30
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Ballymacarbry Central School

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PART 2 - Admissions to the 2023/24 School Year

**Information regarding the admission process for the Intake Group
for Junior Infants this school year**

In respect of 2023/24 school year, the total number of applications for admission received by the school was 21

Breakdown of places allocated for the 2023/24 school year:	
Number of places available:	30
Number of applications received:	21
Number of Offers made and accepted under each criteria:	A description of each criterion used and the number of places offered and accepted under that criterion must be entered here.
Criterion 1	Offered - 20 places Accepted - 20 places
Criterion 2	Offered - 01 place Accepted - 01 place
Criterion 3	0
Criterion 4	0
Criterion 5	0
Total number of offers made	21
Number of names placed on waiting list for the school year concerned.	0



**Most Reverend Alphonsus Cullinan
Bishop of Waterford and Lismore**

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Mrs Eileen Condon,
Clashavaugha,
Ballymacarbry,
Clonmel,
County Tipperary,
E91 A409.

21 February 2023

Approval of Admissions Policy for Ballymacarbry N.S. Roll No: 19345P

Dear Chairperson,

I trust that you are well.

Thank you for submitting your revised admissions policy for Ballymacarbry N.S.. We have reviewed this new policy and hereby grant approval of the same.

May I thank you and the Board of Management for all that you do.

With every best wish,

Yours Sincerely,

Most Reverend Alphonsus Cullinan, DD,
Bishop of Waterford and Lismore.