

Geashill SCHOOL ADMISSION POLICY

DIOCESE OF KILDARE & LEIGHLIN



NAME OF SCHOOL: SCOIL NA CROISE NAOFA

ADDRESS: GEASHILL, CO. OFFALY

ROLL NUMBER: 09191

REGISTERED CHARITY NUMBER: 20204543

PATRON: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

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 and circular 39/2025: "Approach and key measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond". 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 September 2025. The board of management reviewed and ratified this policy at its meeting on 29th September 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil na Croise Naofa'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

Scoil na Croise Naofa, Geashill is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices

Scoil na Croise Naofa 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.

Scoil na Croise Naofa 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.

All denominational schools

Scoil na Croise Naofa, Geashill 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.

Schools with special education class(es)

Scoil na Croise Naofa is a school which has established classes, with the approval of the Minister for Education and Skills, which provide an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to these classes a student who does not have the category of needs specified.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

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

- Scoil na Croise Naofa, Geashill, with the approval of the Minister for Education and Skills, has established two primary-aged classes (with 14 pupils in total) to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister (moderate to profound hearing loss) and may refuse to admit to the class a student who does not have the category of needs specified. These classes will be referred to as Cairdeas 1 & 2 from here on in this document.
- Scoil na Croise Naofa, Geashill, with the approval of the Minister for Education and Skills, has established one primary-aged class (with 6 pupils in total) to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister: (Autism as per DSMIV & V or ICD10) and may refuse to admit to the class a student who does not have the category of needs specified. This class shall be referred to as Cairdeas 3 from here on in this document.

All denominational schools

Scoil na Croise Naofa, Geashill is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

- Two special classes attached to Scoil na Croise Naofa, Geashill provide an education exclusively for students with a moderate to profound hearing loss as their primary diagnosis 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.
- One special class attached to Scoil na Croise Naofa, Geashill, provides an education exclusively for students with Autism Spectrum Disorder (ASD) 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. In the case of the ASD class, the DSM IV or V or ICD 10 criteria by a clinical psychiatrist/psychologist/multi-disciplinary team is required. (Please see section 4 above for eligibility requirements)

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:

- **Priority 1** is given to brothers and sisters of children currently attending the school, including step-siblings, who are resident at the same address.
- **Priority 2** is given to children who live closest to the school.
- **Priority 3** is given to children in order of their age. (Oldest to youngest)

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:

- Priority will be given to the oldest child in respect of Priority 1 and 2 above.
If two or more children have the same date of birth, then, time of birth will be used to determine the oldest child.

2. the payment of fees or contributions (howsoever described) to the school;
3. a student's academic ability, skills or aptitude; other than in relation to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
4. the occupation, financial status, academic ability, skills or aptitude of a student's parents;
5. A requirement that a student, or his/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 in the case of siblings of a student attending the school as set out in Section 6 above.
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 the school for the school year concerned.

8 DECISIONS ON APPLICATIONS

All decisions on applications for admission to Scoil na Croise Naofa, Geashill 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

(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).

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 Scoil na Croise Naofa, Geashill 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 Scoil na Croise Naofa, Geashill 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:

- Parents must fill in an Application for Admission Form for their child. This form can be downloaded from the school website at www.geashillns.ie or collected from the school

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.

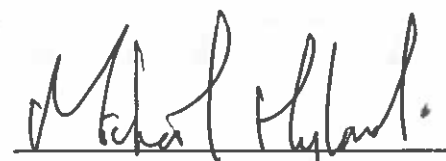
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This Admission Policy was approved by the Patron; Bishop Denis Nulty on September 17th 2025.

This Admission Policy was reviewed and ratified by the Board of Management of Scoil na Croise Naofa on 29th September 2025.

John Hackett
(Chairperson)


T. COONAN (ACTING CHAIR)
Vice-Chair


Mícheál Hyland
(Principal)