

## **Admission Policy of Nicker National School**

**School Address: Pallasgreen, Co. Limerick, V94 XF84**

**Roll number: 14231V**

**School Patron/s: Archbishop of Cashel & Emly**

### **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 17<sup>th</sup> 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 Nicker National School 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**

Nicker National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Cashel & Emly.

“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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Nicker National School 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.

Nicker National School is a Roman Catholic, Co-Educational, Primary school, situated outside the village of Pallasgreen, Co. Limerick. As such, our school aims at promoting the full and harmonious development of all aspects of the pupil, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

Nicker National School is a Catholic School which provides Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith. Christian values and beliefs are the basis for providing a happy learning and teaching environment. Every effort is made by the teaching staff to nurture the self-esteem of all the children in their care. The intellectual, spiritual, moral, physical, social, aesthetic and academic well being of the children is promoted according to Christian beliefs. Self respect, respect for others, and respect for the environment are of paramount importance and are encouraged at all times. Children are encouraged to work to the best of their ability and are given opportunities to participate in school activities.

The school is a very important institution in the community and every effort is made to encourage involvement by the community in school activities and to give the children a sense of participation in their immediate environment. This understanding will further ensure that children acquire an appreciation of their Local, National and European heritage and identity.

Nicker NS is dedicated to the pursuit of excellence in all areas of education. Our aim is to generate and maintain an inclusive learning environment within which every pupil is enabled to develop and fulfil their own unique potential. Our school Ethos seeks to enable pupils to learn to think independently, to tolerate and value diversity, to respect and value themselves and others, and to be responsible members of society. We aspire to fulfil this commitment by fostering an atmosphere of respect, understanding, and encouragement between all who teach, work and learn in Nicker NS, so that the development and contribution of every individual can be acknowledged, and all can work together to benefit personal growth and the common good.

Our school encourages the involvement of parents through regular home-school contact (School Website, newsletters and text-a-Parent) and through the involvement and commitment of the Parents' Association. Nicker National School strives to provide a learning environment where the cultural needs of our pupils are identified and addressed and where their talents are nurtured in a meaningful and celebratory manner.

Nicker National school, a Co-Educational, Roman Catholic Primary school gives due recognition to children of all other religious beliefs and to those with none.

We aim to provide an appropriate, stimulating and holistic education for all of our pupils. We strive to instil in our pupils and the wider community an interest and appreciation of our language, music, culture, sport, history and heritage.

Nicker NS seeks to enhance the self-esteem of all in the school community, to imbue in the pupils respect for themselves, for other people, property, and to encourage the development of personal responsibility, independent thinking and moral judgement. We aim to prepare our pupils for their place in a modern multicultural society by actively promoting equality and by celebrating diversity.

We strive to promote, both individually and collectively, the professional and personal development of teachers through ongoing effective communication, Continuing Professional Development (CPD) and regular staff consultation/meetings.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Nicker N.S is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BoM reserves the right to determine the maximum number of children in each separate classroom, bearing in mind:

- Size of /available space in classrooms
- Educational needs of children of a particular age/stage
- Multi-grade classes
- Presence of children with special educational/behavioural needs
- DES maximum class average directives

### **3. Admission Statement**

Nicker National School 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**

Nicker National School 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.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

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

Nicker National School is a mainstream school. Children with additional needs attending Nicker National School will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the BoM through the General Allocation Model for Special Education.

#### **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**

Nicker N.S is a Catholic Primary School and may refuse to admit as a student a person who is not of the Roman Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

#### **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**

In the event of a number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year (due to the BoM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

- Brothers and sisters (including step siblings) resident at same address of children already enrolled – priority to oldest
- Children living within the parish - priority to oldest
- Children of current staff – priority to oldest
- Children whose home address is closest to the school (as measured by a straight line on O.S map) if the child is normally resident outside the parish/agreed catchment area

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 to eldest in accordance with the above criteria – or as determined by BoM)

### **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:

- (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.

## **8. Decisions on applications**

All decisions on applications for admission to Nicker National School 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 Nicker National School, 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 Nicker NS 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 Nicker National School 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 Nicker National School 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 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:

Other pupils are enrolled during the school year (if newly resident in the area). Pupils wishing to transfer from other schools are enrolled, subject to the Rules Governing National Schools, as well as our school's enrolment policy.

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 Nicker NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.*

*Placement on the waiting list of Nicker NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.*



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

This rule applies to all schools.

The board of Nicker National School 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.

## 17. Arrangements regarding students not attending religious instruction

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

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 and so on.

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.

## 18. 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)

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.

The policy was ratified by the Board of Management of Nicker NS on \_\_\_\_\_.

Signed: \_\_\_\_\_ Chairperson, Board of Management

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

**Appendix (1)**

**Enrolment Application Form**

**Nicker NS 2022**

Pupil's First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address (at which the applicant resides):

\_\_\_\_\_

Name and class of Sibling(s) currently enrolled:

\_\_\_\_\_

Parish in which the applicant resides:

\_\_\_\_\_

***Parent(s)/Guardian(s) Details:***

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal  
Guardian

Address: \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Email. \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal  
Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Email. \_\_\_\_\_

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications must be returned to Nicker NS no later than **12.30pm** on **March 31st**

## **Appendix (2)**

### **Enrolment Registration Form**

This form should be used to obtain

- SEN information –(Special Educational Needs)
- Emergency contact details
- Medical details
- Birth/Baptismal Certificates
- Guardianship/custody/access arrangements (please refer to the guardianship information sheet that can be found in the resources section of [www.stsenansed.ie](http://www.stsenansed.ie)).
- Other information sought by the school

**Nicker N.S.**  
**ANNUAL ADMISSION NOTICE**  
**In respect of admissions to the 2022/2023 school**  
**year**

**Admission Policy and Application Form**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the Nicker N.S. is available as follows: –

To download at: [www.nickerns.com](http://www.nickerns.com)

On request: By emailing [nickerprimaryschool@gmail.com](mailto:nickerprimaryschool@gmail.com) or writing to: Nicker N.S. Pallasgreen Co. Limerick.

**PART 1 - Admissions to the 2022/23 school year**

**Application and Decision Dates for admission to 2022/23 school year** The following are the dates applicable for admission to Junior Infants:

The school will commence accepting applications for admission on	<b>Oct 1<sup>st</sup> 2021</b>
The school shall cease accepting applications for admission on	<b>March 30<sup>th</sup> 2022</b>
The date by which applicants will be notified of the decision on their application is	<b>April 20<sup>th</sup> 2022</b>
The period within which applicants must confirm acceptance of an offer of admission is	<b>June 1<sup>st</sup> 2022</b>

**\*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.**

### Special Class Application and Decision Dates for admission to 2022/2023

The following are the dates applicable for admission to the school's Special Class which caters for children with [insert details of category/categories of SEN catered for in the class

The school will commence accepting applications for admission to the special class on	N/A
The school shall cease accepting applications for admission to the special class on	N/A
The date by which applicants will be notified of the decision on their application for admission to the special class is	N/A
The period within which applicants must confirm acceptance of an offer of admission is	N/A

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

### Number of places being made available in 2022/2023 school year

The number of places being made available in junior infants is	<b>20 for Sept 2022</b>
The number of residential places is (boarding schools only)	<b>N/A</b>
The number of non-residential places is (boarding schools only)	<b>N/A</b>
The number of places being made available in the special class* catering for children with [insert category or categories of SEN catered for in the special class] is	<b>N/A</b>

(\*Note: If school has a number of classes that cater for different categories of SEN, details of the numbers of places for each SEN class must be provided)

**Ratified by B.O.M on:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Chairperson, B.O.M.**