

# Admission Policy of Meánscoil Gharman

Brownswood

68080H

School Patron: An Foras Pátrúnachta

## 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 [04/09/2020](#). 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 [Meánscoil Gharman](#) 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.

The Irish language version of this policy will take precedence in the case of a discrepancy.

## 2. Characteristic spirit and general objectives of the school

[Meánscoil Gharman](#) is an all-Irish secondary school under An Foras Pátrúnachta. It is a co-educational school established in [2007](#) and has a [interdenominational ethos](#).

The promotion of Irish is a primary objective of the school. We welcome all children regardless of their background, beliefs or special needs.

Meánscoil Gharman first opened its doors in 2007 to provide secondary education through Irish to students in County Wexford. Our aim is to give all our students a high standard of education to all who chose to attend the school.

## 3. Admission Statement

Meánscoil Gharman 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.

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

The school has no special education classes.

#### **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

#### **6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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:

1. Brothers, sisters, half-siblings, foster children or adopted children of current pupils.
2. Children from the following gaelscoileanna [Gaelscoil Inis Córthaidh](#), [Gaelscoil Charman](#), [Gaelscoil Moshíológ](#)
3. Children who have a brother, sister, half sibling, foster or adopted sibling who have previously attended the school.
4. Children who have attained a determined level of fluency in Irish which would be likely to decline if he / she is not admitted to an all-Irish school. \*
5. According to age; the oldest child first.

**\* The onus will be on parents / guardians to provide sufficient evidence to demonstrate to the board the required level of fluency in Irish. See further information in the relevant document available from 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:

The school Board reserves the right to set the maximum number of pupils in any given year. The maximum number of pupils allowed in any year is [insert number].  
If two or more pupils are tied under the 1/2/3/4/5 criteria priority will be set according to the next criterion on the list.

If the final criterion is applicable, the time of birth of the child which is available on the birth certificate will be taken into account.

## **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;  
other than in relation to:

- admission 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 and/or
- admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

(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 siblings of a student attending or having attended the school.

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to [Meánscoil Gharman](#) 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 [Meánscoil Gharman](#), 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 [\[school name\]](#) 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 oversubscription for the school year in question, a waiting list of unsuccessful applications for admission to Meánscoil Gharman due to oversubscription will be compiled and will remain valid for the school year in which admission is sought.

Placement on the Meánscoil Gharman waiting list will be in the order of priority assigned to student applications after the school has applied the selection criteria in accordance with this admissions policy.

Offers will be made in respect of any subsequent places which become available for and during the school year in which admission is sought for those pupils on the waiting list, according to the order of priority on which the students were placed.

A supplementary waiting list will be created if applications are received after the closing date set out in the Annual Admission Notice. Applications will be ranked according to the selection criteria in this admissions policy. The main waiting list will be cleared before candidates are offered places on this supplementary list.

### **14. Late Applications**

A place will be offered if a place is available in the school.

If there is an over-subscription for places at the school following the main admissions process, any school place that subsequently emerges from the waiting list created from that process will be filled.

If applications are received after the closing date as set out in the Annual Admission Notice a supplementary waiting list will be created. The main waiting list will be cleared before candidates are offered places on this supplementary list. When a space becomes available in the school, applications for the supplementary waiting list will be considered against the selection criteria in this admissions policy on the day that that place becomes available in accordance with the School Admissions Act 2018 and in accordance with any regulations made under that Act.

### **15. Procedures for admission of students to other years and during the school year**

The school's procedures for admitting students who have not already been admitted to the school, after the start of the school year in which admission is sought, are as follows:
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Parents / guardians wishing to apply for a place in any year are required to write an application letter to that effect to the Chairperson of the Board. The decision to adopt children in any year is a matter for the Board of Management and is solely for the Board.

### **Year 1**

A place will be offered if there is a place available for this year. Where the number of applications exceeds the number of places available in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. Where no places are available, the child's name will be placed on the waiting list in accordance with Section 13 of this policy.

### **Years 2 to 6**

Places in years other than Year 1 will not normally be offered, except in exceptional circumstances and will be at the discretion of the board. Children in Years 2 - 6 will be given a place if there is space in the year **and** the Principal Board of Management decides that the child's Irish language ability is at a level that would allow the child to function and learn in class and that other pupils would not have to switch to English in order to communicate. **The parent/guardian will be required to provide evidence of this standard.** The Board of Management will have the final decision in these cases.

It is evident that there are exceptional circumstances in certain cases (for example moving house or moving to a different county). However it is not usually recommended to move to Meánscoil Gharman to maintain the best interest of the student. The Board discusses the decisions about students moving from other secondary schools.

It is not the Board's policy to accept applications from students already registered in local secondary schools except in exceptional circumstances. If the Board is happy that there are exceptional circumstances there, the following deliberations and procedures will be followed:

- (i) that the procedure set out in the entrance policy has been followed.
- (ii) that there are spaces available in that year group, in the class or in the subject group in question.
- (iii) that the student will be able to function in a all-Irish environment and that they will thrive . (the level of Irish will be assessed through an interview).
- (iv) The reasons for a change of school must be communicated by writing to the Principal of Meánscoil Gharman.
- (v) The parent/guardian must provide a copy of reports from the previous school/schools to the Principal.
- (vi) The Principal reserves the right to seek confidential information from the authorities of the school or schools previously attended by the applicant. An application will be made in accordance with all relevant information satisfactorily provided.
- (vii) The Board of Management reserves the right to refuse an application in the case where a pre-recorded proven misbehaviour is involved.
- (viii) The Board of Management reserves the right to refuse an application in the case where it is the opinion of the Board that there is an unacceptable risk to the students, the staff or the school property.
- (ix) That the student is able to follow the curriculum taught in the school. The applicant must study the number of subjects that are offered by the school in the class or the year group and he/she must study the subjects that are compulsory in the school.
- (x) Get in touch with the Social Welfare Officer if need be
- (xi) The applicant and his parents must accept Meánscoil Gharman's code of conduct and mission statement in writing.
- (xii) That the Board of Management thinks that the move is in the student's best interest.
- (xiii) That the Board of Management feels that the move would be beneficial to the school taking into account the best interest and the rights of the of the students who are attending Meánscoil Gharman already .

### **Repeating a year**

Students who are already attending Meánscoil Gharman.

An application for repeating a year from current students in Meánscoil Gharman will only be considered in exceptional circumstances. The following criteria will be considered:

- (i) would repeating a year be of benefit to the student in question.
- (ii) The best interest of the students with whom the students would be in class. Leas na bpáistí sna ranganna ina d'fhéadfadh an dalta atá i gceist a bheith curtha.
- (iii) Clauses from the circular M02/95 from the Department of Education and skills

### **Daltaí ó scoileanna eile**

An application will be considered in line with the clauses paragraph 4 of the circular quoted above. The decision will be made will follow the guidelines from the circular M02/95.

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

This rule applies to all schools.

The board of (name of 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.

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:

Our school welcomes all pupils.

**Multi-denominational Schools:** Our school is a multi-denominational school and our school pursues an ethical and spiritual program. Faith formation/Religious instruction is not part of the program so all students can attend classes.

### **Interdenominational/Catholic Schools:**

Write in here the arrangements for the work program/approach to be provided to the pupils.

**OR**

An application should be made in writing to the School Principal to arrange a meeting with the student's parents / guardians to discuss how best to meet that request.

## 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.