

**Scoil an Teaghlaigh Naofa**

**Holy Family School**



**HOLY FAMILY  
NATIONAL SCHOOL**  
HAPPINESS • FULFILMENT • SUCCESS

**Plean Scoile**

**Admission Policy**

**SCHOOL TYPE:** Mixed Vertical Primary  
**School Address:** Balloonagh, Tralee  
**School Website:** [www.hfstralee.com](http://www.hfstralee.com)  
**Roll number:** 19536W  
**School Patron:** Bishop of Kerry

## **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 approved by the school patron on 23/01/2023. It will subsequently be 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 Holy Family School admission process are set out in the school's annual admission notice which will be 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 will be available on the school's website and will be made available in hardcopy on request to any person who requests it.

## **Characteristic spirit and general objectives of the school**

Holy Family School is a Catholic mixed primary school with a Catholic ethos under the patronage of the Bishop of Kerry

"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:

- the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people
- including the intellectual, physical, cultural, moral and spiritual aspects
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- 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 Holy Family 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.

This policy is linked to other relevant policies within the school and in particular our Code of Behaviour.

### **Mission Statement**

Holy Family School is a Catholic School, respecting other beliefs. We offer a holistic education so that each child will emerge as self-reliant and confident. We hope to achieve this through the collaborative effort of teachers, children, parents and the wider community.

### **Our School Ethos**

Our school is a Catholic School with a Catholic Ethos. Non catholic pupils attending our school are respectfully given the freedom to adhere to their own beliefs and practices.

Our Aim is to create an environment where each child is valued as a person and is provided with a variety of opportunities enabling her to live as a child and developing all aspects of the person; spiritual, emotional, moral, social, intellectual, cultural and physical.

We seek to develop in the child a positive self-image and a respectful caring attitude towards others.

We encourage each child to take an active part in her own development on all levels so that she can:

- enjoy being at school and contribute to making school life a good experience for all.
- be ready and able to benefit from second level education.
- go on to take her place in society as a happy fulfilled and responsible adult.

Since teaching/learning is a collaborative effort we involve parents, teachers, pupils and the wider community.

We endeavour to challenge the gifted child and to give special support, care and attention to children with any level of additional needs.

## Admission Statement

Holy Family School will not discriminate in its admission of a student to the school on any of the following:

- the gender of the student or the applicant in respect of the student concerned
- the civil status of the student or the applicant in respect of the student concerned
- the family status of the student or the applicant in respect of the student concerned
- the sexual orientation of the student or the applicant in respect of the student concerned
- the religion of the student or the applicant in respect of the student concerned
- the disability of the student or the applicant in respect of the student concerned
- the race of the student or the applicant in respect of the student concerned
- if the student or the applicant in respect of the student is part of the Traveller community, or
- if 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.

Holy Family School is a school whose objective is to provide education in an environment which promotes certain values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

- Holy Family National School 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.
- Holy Family National School 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.

## **Admission of Students**

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see section 6 below for further details)
- 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

Holy Family School 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

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

## **Oversubscription to Mainstream Classes**

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. Siblings of children already enrolled in the school (including step siblings and foster siblings), priority eldest;
2. Children of past pupils \*, priority eldest; (\*see f (2) below)
3. Children residing in the parish, priority eldest;
4. Children residing outside the parish, priority eldest.
5. Random selection, independently verified by Principal and member of PA.

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 the eldest in accordance with the above criteria or in the case of criterium 5, random selection, a lottery will be conducted in a fair and transparent manner by the Principal, and an officer of the Parent Association.

### **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 this school including the selection criteria based on (1) siblings of a student attending or having attended the school and (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).

### **Decisions on applications**

All decisions on applications for admission to Holy Family School National 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 [Late Applications](#) below in relation to applications received outside of the admissions period and [Procedures for Admissions](#) 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.

### **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 [Review of Decisions](#) for further details).

### **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Holy Family 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.

### **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 Holy family School 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 above.

### **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).

### **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 Holy Family 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 of applicants on the waiting list of Holy Family National School is in accordance with the selection criteria of 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.



## 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 above.

## 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 enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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 Holy Family 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 Holy Family 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.

Junior Infants, with the exception of students transferring from another school, will be considered on a case by case basis. However, Junior Infants normally start school at the start of Term 1.

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

This rule applies to all schools.

The Board of Management of Holy Family 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.

## **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. 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) to discuss how the request may be accommodated by the school.

Prior to religious occasions parents/guardians will be contacted to ascertain if or not they wish their child to attend the religious events arising from an existing list of pupils in this regard. Alternative classes will be offered for these pupils by a teacher.

## **Review of decisions by the Board of Management**

The parents/guardians of the student may request the Board of Management 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 parents/guardians 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 policy was ratified by the Board of Management of Holy Family National School at a meeting on Tuesday 15<sup>th</sup> November 2022 and further adapted on Tuesday 13<sup>th</sup> December as per Circular 0075/2022. Appendix A is attached.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Principal/Secretary

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

Mr. Barry Murphy  
Chairperson,  
Holy Family National School,  
Balloonagh,  
Tralee,  
Co. Kerry  
V92 R239

13<sup>th</sup> December 2022

Dear Patron,

In accordance with Section 62 of the Education (admissions to schools act}, the board of management of {insert school name} has included the following text to the schools admissions statement, as required by the Education (provision in respect of children with special educational needs) act 2022.

- Holy Family National School 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.
- Holy Family National School 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.

I can confirm that there has been no additional changes made to the schools admission policy.

I would be obliged if this could be approved by return email @ {insert chairperson email address} at your earliest convenience, as this requirement to have this statement as part of the schools admissions policy has been commenced.

Regards,

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Barry Murphy  
Chairperson, Holy Family National School