Admission Policy

Scoil Lios Teilic

Admission Policy of Scoil Lios Teilic

Listellick,

Tralee,

Co. Kerry

School Website: www.listellickprimary.com

Roll number: 09260B

School Patron: Bishop Ray Browne

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 ratified at Board of Management meeting on October 21st 2024 . The policy was then sent to the Patron for approval .
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 Lios Teilic 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 Lios Teilic is a Catholic co-educational 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:

(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 Scoil Lios Teilic 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.

Our Mission Statement

Scoil Lios Teilic is a co-educational Catholic national school which strives to provide a well-ordered, caring, happy and secure environment. We recognise and value the uniqueness and needs of all our students, staff, parents and partners.

Through a broad curriculum we aim to educate each student so that he/she may achieve their full personal, social, spiritual and academic potential. We value and respect each other, facilitate our special needs students and celebrate our achievements.

We prepare our students to become responsible Christian members in a modern multicultural society. Our school upholds and promotes its Catholic ethos, welcoming the participation of all our partners in the life of the school community

3. Admission Statement

Scoil Lios Teilic 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.

Scoil Lios Teilic 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.
Scoil Lios Teilic is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Scoil Lios Teilic with the approval of the Minister of Education, has established a class to provide an education exclusively for students with an Autism Spectrum Disorder.

The Education (Provision in Respect of Children with Special Educational Needs) Act 2022 included amendments in respect of sections 8, 9 and 15 of the Education

Act 1998 specifically in relation to the co-operation of patrons, schools and boards of management with the NCSE.

Under Section 9(ba) Scoil Lios Teilic shall '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, subject to and in accordance with the provisions of this Act and any direction served by the Minister on the patron or the board as the case may be, under section 37A,by the provision and operation of a special class or classes when requested to do so by the Council, and any direction served by the Council under section 67(4B)'.

The special class attached to Scoil Lios Teilic provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student does not meet the following criteria .

The ASD (Autism Spectrum Disorder) class in Scoil Lios Teilic is a class for children where the following is provided in support of such an application:

• Diagnosis of Autism: DSM IVN or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

• Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

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

c) The special class attached to Scoil Lios Teilic provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student does not meet the following criteria . The ASD (Autism Spectrum Disorder) class in Scoil Lios Teilic is a class for children where the following is provided in support of such an application: • Diagnosis of Autism: DSM IVN or ICD 10/11 (psychologist, psychiatrist, multi- disciplinary report) AND • Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

d)

The Board of Management of Scoil Lios Teilic ensure that the admission policy of the school accommodates the admission of children with a disability or other special educational needs and comply with any direction served on the board under section 37A and any direction served on the Board of Management of Scoil Lios Telic under section 67(4B).

Scoil Lios Teilic 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.

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:

1. Siblings of current or former pupils of Scoil Lios Teilic (including step-siblings, resident at the same address), priority eldest;

2. Children residing in the townlands of Listellick North and South, Lisloose, Ballynahoulort, Killeen, Shanakill, Rahoonane, Doon North and South, Currovough North and South, Liseanearla East and West, Gurrane, Leith, Ballintobeenig, Lismore, Lissatanvally, Lahern, Dromtacker, Tubrid More, Tubrid Beag, Dromcunnig, Lackabeg and Lackamore, Alderwood Road. **Priority Eldest.**
3. Children whose parents and/or grandparents attended Scoil Lios Teilic to a maximum of 10% of the available spaces as set out in the school's annual admission notice.
4. Children of current staff members including ancillary staff, priority eldest;
5. Random selection independently verified by Principal/Staff Member/Parent.

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.

Special Class

1. Current pupils for whom a special class placement has been recommended.
2. Siblings of current or former pupils of Scoil Lios Teilic pupils , priority eldest.
3. Children who reside in the townlands of Listellick North and South, Lisloose, Ballynahoulort, Killeen, Shanakill, Rahoonane, Doon North and South, Currovough North and South, Liseanearla East and West, Gurrane, Leith, Ballintobeenig, Lismore, Lissatanvally, Lahern, Dromtacker, Tubrid More, Tubrid Beag, Dromcunnig, Lackabeg and Lackamore, Alderwood Road.

4. Children whose parents or grandparents attended Scoil Lios Teilic priority eldest.
5. Children of current staff members including ancillary staff, priority eldest;
6. Random selection independently verified by Principal/Staff Member/Parent.

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above (the number of applications exceeds the number of remaining places) the following arrangement applies.

Priority to eldest in accordance with the above criteria.

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 Criteria 1 & 4 above)

(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 Scoil Lios Teilic 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 Scoil Lios Teilic, 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 Scoil Lios Teilic 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 Scoil Lios Teilic 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 Lios Teilic 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:

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 Scoil Lios Teilic 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 Lios Teilic 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

The board of Scoil Lios Teilic 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

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, etc.

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 parents/guardians of 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 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.

The policy was ratified by the Board of Management of Scoil Lios Teilic 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.

Admission Application Form - Year_____

Scoil Lios Teilic, Listellick, Tralee, Co. Kerry.

Please fill in details below, in BLOCK CAPITALS. Should your child be offered a place, you will be asked to fill in a Registration Form with more details.

PUPIL DETAILS:

PUPIL'S NAME:	
GENDER:	
DATE OF BIRTH:	
ADDRESS:	
EIRCODE:	

NAME & CLASS OF SIBLING(S) CURRENTLY ENROLLED (IF APPLICABLE):	

PARENT(S)/GUARDIAN(S) DETAILS:

NAME:	
ADDRESS:	
MOBILE:	

PARENT(S)/GUARDIAN(S) DETAILS:

NAME:	
ADDRESS:	
MOBILE:	

I/WE HAVE READ THE SCHOOL'S ADMISSION POLICY:
Available on school website www.listellickprimary.com

SIGNED:	DATE:
SIGNED:	DATE:

SCOIL LIOS TEILIC –ENROLMENT FOR ASD CLASS 2025/2026

The information requested in this section will be uploaded to the Primary Online Database (POD) maintained by the Department of Education & Skills. It is mandatory that this information be uploaded for all pupils enrolled in Scoil Lios Teilic.

First Name of Child:	Surname of Child:
Birth Cert First Name: (If different from above)	Birth Cert Surname of Child: (If different from above)
Date of Birth:	Child's PPS No.:
Country of Birth:	Nationality:
If born outside the country, year of arrival in Ireland:	Mother's Maiden Name: (Only required if no PPS No.)
Languages spoken at home:	Gender: ☐ Male ☐ Female
Pupil's Full Address: (at which the pupil resides) _____ Eircode_____	

The information requested below is optional. Do you consent to the information requested below in relation to Religion & Cultural background being uploaded to POD? **YES ☐ NO ☐**
Religion: Catholic ☐ Presbyterian ☐ Jewish ☐ Church of Ireland ☐ Muslim ☐ Hindu ☐ Orthodox ☐ Buddhist ☐ Jehovah's Witness ☐ Atheist ☐ Agnostic ☐ No Religion ☐ Other Religion:_____ No Consent ☐ *Please specify*
The remaining information requested is required for the efficient running of the school and will not be uploaded onto the Primary Online Database (POD)

Parent/Guardian Details:	**Parent/Guardian Details:**
First Name:	First Name:
Last Name:	Last Name:

Phone Number (Home):	Phone Number (Home):
Phone Number (Work):	Phone Number (Work):
Phone Number (Mobile):	Phone Number (Mobile):
Email Address:	Email Address:

Please indicate the mobile number you select for inclusion on the school text messaging service:
08___ _____

Does any legal order under family law exist (pertaining to access to or custody of your child) that the School should know about? If so please specify. YES ☐ NO ☐

Details:
_____

(Scoil Lios Teilic may be required to share Personal Pupil Data with other organisations such as HSE, TUSLA, An Garda Siochána, etc. where there is a legal basis for doing so under G.D.P.R)

If Parent(s)/Guardian(s) not available, please nominate two alternative emergency contacts:

Name:_____	Name:_____
Tel/Mobile:_____	Tel/Mobile:_____
Relationship to child:_____	Relationship to child:_____

Medical History

Name of Family Doctor:
_____

Telephone No: _____

Address:
_____

Does your child suffer from any medical conditions, illness, disability, and/or allergies?

YES ☐ NO ☐

Please list all/any problems your child has or may develop which may impact on their education. (eg. behaviour, sight, hearing, speech, etc.). Please remember to forward all assessment reports from external professionals to the school Principal which may be needed to support your child's education in the years ahead).

Has your child ever had any type of educational assessment?
YES ☐ NO ☐
Details:_____

DOCUMENTATION

Please ensure that all of the following is supplied with the application as otherwise it will not be processed:

☐ An original birth certificate (with photocopy)

☐ A Diagnosis from a psychiatrist, psychologist or a member of a multi-disciplinary team that has assessed and classified the child as having autism spectrum disorder according to DSM-V or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school.

☐ Any other relevant reports – speech & language therapy/occupational therapy and psychological reports.

Name of Pre School attended: (if applicable)

Name:_____

Address:_____

Name of Previous School: (if applicable/for non-junior infant entrants)

Name:_____

Address:_____

Class when leaving: Junior Infants ☐ Senior Infants ☐ 1st class ☐ 2nd class ☐

3rd class ☐ 4th class ☐ 5th class ☐ 6th class ☐

Does the Pupil have siblings currently attending Scoil Lios Teilic?

YES ☐ NO ☐

Name(s) & classes:_____