

**DROM NATIONAL SCHOOL  
SCHOOL POLICY PLANNING**

**ADMISSION  
POLICY**

**Admission Policy of Drom National School****School Address: Drom, Templemore, Co. Tipperary****School Website: [www.dromns.com](http://www.dromns.com)****Roll number: 18322V****School Patron: Archbishop Kieran O' Reilly****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 14<sup>th</sup> May 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 Drom National School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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

Drom National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Kieran O' Reilly of the Cashel & Emly Diocese.

"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 Drom 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.

Our school aspires to help the pupils to develop academically, emotionally, spiritually, socially and physically. We aim to help the pupils to be of their best selves, to learn about themselves and to be more confident. We want to help them to become competent, mature, self-motivated adults.

### **3. Admission Statement**

Drom 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.

Drom 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 of the Catholic faith 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**

N/A

#### 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

Drom National 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.*

#### 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:

1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. Children residing in the parish, priority eldest;
3. Children of staff members, priority eldest;
4. Random selection (independently verified).

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:

1. 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 siblings of a student attending 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 Drom 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 Drom 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 Drom National 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 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 Drom 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 Drom 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:

1. 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.
2. 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:

1. 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 Drom 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.
2. Placement on the waiting list of Drom 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.

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 1<sup>st</sup> September.**

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

The board of Drom 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**

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:

The school must be notified in writing if parents / guardians do not wish their child / children to participate in the Religious Education programme. These students will remain in their classroom and complete curricular work independently during religious instruction time.

Where feasible, the school will arrange for these students to be supervised by a teacher in another class during church visits. Parents / Guardians will be asked to provide written instruction to the school on how it should proceed where it is not feasible for these students to be supervised by a teacher in another class. Parents / Guardians may choose to allow their child / children to accompany the other children to the church or can remove their child / children from school for the duration of the church visit. Parents / Guardians who choose to remove their child from school for the duration of the church visit should collect their child / children from the classroom. For safety reasons we cannot allow children to wait unsupervised at the school gate. The student is the responsibility of their parent / guardian while away from the school. Parents / Guardians will be notified as soon as possible of church visits to allow them adequate time to make suitable arrangements.

## 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 Drom National School on 29<sup>th</sup> April 2020.

Fr. Martin Murphy.

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**

**Drom National School**

**2021 - 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 **Drom National School** no later than **3pm** on 5<sup>th</sup> March 2021.

**Appendix (2)**

**STUDENT REGISTRATION FORM**

**DROM NATIONAL SCHOOL: 2021 / 2022**

**STUDENT'S PERSONAL DETAILS**

Name of child (In full, as on Birth Certificate): \_\_\_\_\_

Address at which child resides: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

Child's PPS No: \_\_\_\_\_

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

**FAMILY DETAILS**

Position of child in family (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc): \_\_\_\_\_

Number of children in the family: \_\_\_\_\_

Name of brother(s)/sister(s) in this school: \_\_\_\_\_

Class(es): \_\_\_\_\_

**DETAILS OF CHILD'S LEARNING & DEVELOPMENT**

Did you child attend preschool: \_\_\_\_\_ For how long: \_\_\_\_\_

Name of Preschool: \_\_\_\_\_

At what age did your child begin to speak: \_\_\_\_\_

Does he/she have speech difficulties? Please specify:

\_\_\_\_\_  
\_\_\_\_\_

Has your child ever received a speech and language report? \_\_\_\_\_

Has your child ever had a psychological assessment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICAL DETAILS**

Does your child/ do your children have any specific medical condition (e.g. asthma, eyesight, hearing etc.) or emotional problems which may affect your child at school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of parent(s)/guardian(s) to notify the school of any food allergies. Do your child/children have an allergic reaction to medication or food?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any other relevant information about your child/children which we should know?

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACTS' DETAILS**

The following information will be used by the school in the event of:

- Your child feeling sick
- An unexpected closure of the school.

In the event that your child / children fall ill, or the school has to close unexpectedly, etc. and there is no one at home or the school is unable to contact either parent / guardian, please provide the name, telephone number and address of two other people you nominate for us to contact. We will ask this person to come and collect your child/children.

Person(s) the school will contact:

Person 1: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_

Person 2: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_

**MEDICAL EMERGENCY/ACCIDENT**

In the event of an emergency or accident, it may be necessary for a member of staff to use his/her discretion and ring a Doctor/Hospital. Every effort will be made to contact you.

I authorise that at their discretion a member of staff may ring a Doctor/Hospital if an emergency arises.

Signed (Parent/Guardian): \_\_\_\_\_

List of Children  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL DETAILS**

Please give names, addresses and phone numbers of the people who have permission to collect your child from school. If there is any change in this routine please inform the school in writing.

Person who usually collects child(ren)

_____	Phone _____

**CONSENT FORM**

Name of Child: \_\_\_\_\_

**STANDARDISED TESTS**

Standardised Tests are carried out on all students in the school from Infants to 6<sup>th</sup> Class. We use information from standardised tests to deliver education appropriate to the needs of the student and to assess the student's educational progress in literacy and numeracy.

I / We consent to allow my / our child to do these tests.

YES  NO 

Signature of Parent(s) / Guardian(s): \_\_\_\_\_

**DIAGNOSTIC TESTS**

During your child's time in Drom National School, it may be necessary from time-to-time for teachers to carry out diagnostic testing with your child on an individual basis in order to help them in their educational development. You will be consulted prior to these tests being administered.

I / We give permission for any necessary diagnostic tests to be carried out with my / our child.

YES  NO 

Signature of Parent(s) / Guardian(s): \_\_\_\_\_

**SPECIAL EDUCATION**

I / We give permission to allow my / our child to attend the Special Education teacher if deemed necessary. You will be consulted prior to same.

YES  NO 

Signature of Parent(s) / Guardian(s): \_\_\_\_\_

**HEALTH SERVICE EXECUTIVE**

I / We give permission to allow my / our child's details (name, address, date of birth, etc.) to be given to agencies such as HSE (school nurse, doctor, dentist), etc.

YES  NO 

Signature of Parent(s) / Guardian(s): \_\_\_\_\_

**CODE OF BEHAVIOUR AND ANTI-BULLYING POLICY**

I / We acknowledge that I / we have read and accepted the Code of Behaviour and Anti-Bullying Policy of Drom National School. Having discussed and explained same with my / our child, I / We agree to abide by same.

Copies available on school website or by request from school office at (0504) 51688

Signature of Parent(s) / Guardian(s): \_\_\_\_\_

**SCHOOL UNIFORM**

I / We agree that my / our child will wear the full school uniform. I / We agree that my / our child will wear the full school tracksuit on PE days only. I / We acknowledge that I / we have clearly labelled all items of school clothing with my / our child's name.

Signature of Parent(s) / Guardian(s): \_\_\_\_\_

**PHOTOGRAPHS / VIDEO / AUDIO RECORDINGS**

Photographs, and recorded images of students may be taken at school events and to celebrate school achievements, compile newsletters, maintain a school website, record school events, and to keep a record of the history of the school.

<b>I / We consent to allow my / our child's photograph to be printed in hard copy in the school newsletter and in school ceremony booklets.</b> Please note that while student names will not be published with photographs in these publications, they may be included in written articles therein.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>I / We consent to allow my / our child's photograph to be included in the digital newsletter that is sent to parents / guardians by email each month and published on the school website.</b> Please note that while student names will not be published with photographs in the newsletter, they may be included in written articles therein. Access to the newsletter on the school website is password protected.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>I / We consent to allow my / our child's photograph/image to be included in school related publications e.g. school brochures, concert recordings etc.</b> Photographs, audio and video clips will focus on group activities. Individual students will not be identified.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>I / We consent to allow my / our child's photograph/image to be published on the school website.</b> Photographs, audio and video clips will focus on group activities. Individual students will not be identified.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>I / We consent to my / our child being photographed or filmed for printed media e.g. newspaper and press events agreed by the school.</b> Individual students may be identified.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Signature of Parent(s) / Guardian(s):** \_\_\_\_\_

**RSE PROGRAMME**

The RSE (Relationship & Sexuality Education) Programme, is part of Social, Personal and Health Education. RSE provides children with structured opportunities to develop knowledge, attitudes, values, beliefs and practical skills necessary to establish and sustain healthy personal relationships as children and subsequently as adults. The RSE policy is available to parents on the school website or can be requested in the school's office. You will be informed of the content of lessons prior to it being taught. Please contact the school should you have any concerns.

**STAY SAFE PROGRAMME**

The Stay Safe Programme is fully implemented in Drom National School. The Stay Safe Programme teaches children personal safety skills so they can look after themselves in situations which could be upsetting or dangerous. It deals initially with common situations which most children will experience at some stage or other, e.g. getting lost or being bullied. The programme also teaches children the safety skills necessary to protect themselves from physical or sexual abuse. An information leaflet on the Stay Safe Programme is attached or is available on the school website. Please contact the school should you have any concerns.

**DECLARATION**

I declare the above information to be correct and understand that it will be treated as confidential.

Signed: \_\_\_\_\_

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

Please ensure that you have included a Birth Certificate and Baptismal Certificate (if your child was baptised) with this form. These documents will be photocopied and returned to you.

**Completed student registration forms must be returned to Drom National School, Drom, Templemore, Co. Tipperary no later than 3pm on Friday, 30<sup>th</sup> April 2021.**

PLEASE NOTE: FAILURE TO FULLY COMPLETE FORMS WILL RESULT IN REFUSAL TO ADMIT THE APPLICANT

**FOR OFFICE USE ONLY**

Principal's signature: \_\_\_\_\_

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

Birth Certificate received:                      Yes                       No

Baptismal Certificate received:                      Yes                       No                       Not applicable