



Liosmór Mochuda National School Enrolment Policy

1. Introduction

1.1 This Admissions Policy (the ‘Policy’) for Liosmór Mochuda National School (the ‘School’) has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admission to Schools) Act 2018, directives of the School’s Patron and following consultation with the School community.

1.2 In this Policy, any reference to parents is to be taken as including reference to guardians, any reference to child is to be taken to include a child who has been adopted or fostered, any reference to siblings is to be taken as including reference to step siblings and foster siblings.

School Details: Liosmór Mochuda N.S.
North Mall,
Lismore,
Co. Waterford.
P51 VW44.
Roll number: 14164J
Telephone No.: 058 – 54848

2. General Information

2.1 While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management (the ‘Board’) reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

2.2 In determining the level of admissions, the Board shall take account of Department of Education & Skills (‘D.E.S.’) regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, including, for example, traffic restrictions; it shall also have regard to issues such as physical space, multi-grade classes, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.

4. Applications for Admissions

4.1 All applications for a place in the School shall be submitted to the School Principal on the approved Application Form. An Ethos statement and Code of Behaviour and other relevant policies will be available to each Applicant on request from the office.

4.2 Applications will be accepted all year round.

4.3 Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date will be considered by the Board. In order for an application to be considered, all required accompanying documentation must be provided prior to the closing date.

4.4 An Application Form must be accompanied by:

(i) A birth certificate for the student in respect to whom the application has been made (the “Applicant Student”)

(ii) Proof of address in the form of a utility bill in the Applicant's name (or in one of the Applicant's names where there is more than one Applicant), which must be dated no later than three months prior to the closing date

(iii) Statement confirming that the Applicant Student is a member of a minority religion, where applicable as outlined below.

(iv) Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable, as outlined below.

4.5 It should be noted that submission of an Application Form does not confer a right to admission nor does it guarantee a place in the School. Early completion of the Form is not a factor in the application of places at the school.

4.6 Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.

4.7 Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School.

4.8 Applicant Students, in respect of whom applications are made for Junior Infants, must have attained their 4th birthday (or older if applicable) no later than the first school day in the school year in respect of which the application for enrolment is made.

5. Consideration of the Applications

5.1 The Board having considered the applications, will issue its decisions in writing within 21 days of the closing date.

6. Priority

6.1 Liosmór Mochuda National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (d), as follows:

(a) Priority Category 1: An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school and who lives within the boundary of Lismore, the parish in which school is located **or** lives within 10 kilometer radius of the School **or** has access to the School Transport Scheme for the School.

(b) Priority Category 2: An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school and who lives within the boundary of Catchment area of the school in the parishes associated with Lismore Cathedral, Fountain and Cappoquin and Knockmourne parish of the Fermoy Group of Parishes in the Cloyne Diocese.

(c) Priority Category 3: An Applicant Student who lives within 20 kilometer radius of the School and who complies with the terms of this Policy

(d) Priority Category 4: All other Applicant Students who comply with the terms of this Policy

In respect of Priority categories (a) and (b) above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student. A statement from the Applicant confirming:

(i) that the Applicant Student is a member of a minority religion and
(ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

and

(iii) evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:-

- ✓ a letter from the relevant religious leader confirming, that the Applicant Student is a member of the minority religion **or**
- ✓ the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the minority religion

Siblings of pupils already in the school are not automatically entitled to a place. It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students, who have **siblings currently enrolled in the School** (“Sibling Applicant Students”).

- Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students using a lottery system (by drawing names from a hat at a Board Meeting where the results are minuted).
- Where the number of Sibling Applicant Students in such priority category does not exceed the number places available, the remaining places in this category will be allocated using a lottery system.

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category.

The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2) (d) of the Education Act 1998, give consideration to the following:

- The number of places available in the school which in turn involves but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the deployment of teachers and the resources of the school.
- The religious denomination of the child.
- The place of residence of the child.

- Siblings of pupils already in the school are not automatically entitled to a place. When oversubscription occurs in any particular category, priority within such category will be given to the siblings of pupils already enrolled in the school who belong in that category only.

The Board of Management may seek further clarification from applicants before making a decision.

Applications to transfer from another school, except in the case of a change of residence of a Church of Ireland parishioner, may not be entertained in the course of the school year. On a permitted transfer it is a requirement of the Board of Management that information concerning attendance and the Child's education progress be communicated between schools (Section 28, Education Welfare Act 2000)

All applicants should be informed, in writing, of the Board's decision within a specified time period (**namely 21 days**)

A subsequent review of a decision by the Board may be requested, generally on the grounds only of additional information not previously submitted at the time of application.

7. Refusal to Enrol

7.1 The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.

7.2 In exceptional circumstances, the School reserves the right to refuse enrolment where:

- i. The Applicant Student has special needs such that, even with additional resources being made available from the D.E.S./N.C.S.E, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
- ii. The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.

7.3 Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

8. Appeals Procedure

The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.

8.1 Applicants who are unhappy with an enrolment decision may appeal under Section 29 (1)(C) of the Education Act 1998 to the D.E.S. on the official Section 29 Appeal Application Form which can be downloaded from www.education.ie. This appeal must be submitted to the DES within 42 days of receipt of the decision of the Board to refuse enrolment.

9. Ratification and Review

9.1 This policy will be implemented from the date on which it is ratified by the Board of Management. It will be formally reviewed bi-annually by those with Roles of Responsibility in consultation with other members of staff.

Ratification and Communication

The Board of Management ratified this policy on the _____ of _____.

Signed: _____

Ciara McGrath (School Principal)

Date: _____

Signed: _____

Brian Dungan (Chairperson B.O.M.)

Date: _____