

# **Admissions Policy of Newmarket Girls' School**

**School Address: Newmarket, Co. Cork**

**Roll number: 16648s**

**School Patron: Bishop William Crean**

## **1. Introduction**

This Admissions 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 20/09/2020. It is published on the school's website and will be made available in hardcopy on request.

The relevant dates and timelines for Newmarket Girls' School admissions process are set out in the school's annual admissions notice which is published annually on the school's website at least one week before the commencement of the admissions process for the school year concerned.

This policy must be read in conjunction with the annual admissions 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.

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

Newmarket Girls' School is a Catholic/all girls primary school with a Catholic ethos under the patronage of the Bishop of Cloyne (Bishop William Crean).

"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, including the intellectual, physical, cultural, moral and spiritual aspects

- (b) a living relationship with God and with other people
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (d) the formation of the pupils in the Catholic faith.

The 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 Newmarket Girls' 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.

Newmarket Girls' School aims to provide a caring learning environment which facilitates the nurturing of each pupil's full educational potential.

The achievement of this aim informs all the planning processes in the school.

Teachers and parents are partners in the children's education, with cooperation and communication between home and school being vital ingredients in the educational process.

We all share the same aim - the wellbeing of the children in our care.

### **3. Admissions Statement**

Newmarket Girls' 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
- (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.

Newmarket Girls' School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Newmarket Girls' 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

Newmarket Girls' School does not have a special class or ASD unit. Pupils with Special Educational Needs are catered for by their mainstream class teacher with the support of the SEN teacher. Newmarket Girls' School welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this Policy. Pupils with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE.

#### **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) where a section 29 has been invoked in another school and the process is still in progress.

The following procedures apply when a parent wishes to enrol his/her child in the school. The annual admission notice will be published in February on the school website. Parents should contact the school by phone (029) 60723 or email: [office@newmarketgns.ie](mailto:office@newmarketgns.ie) to request an Application Form For Admission. This completed form should be returned to the school signed and dated by the required date on the annual Admissions Notice. Parents will receive confirmation of admission within 3 weeks of the closing date. Late applications will only be considered if the school is not oversubscribed.

Newmarket Girls' School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Newmarket Girls' School is a Catholic school and may refuse to admit as a student, a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

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

The Board of Management deem the school to be oversubscribed when enrolment reaches the number which is one pupil less than the number at which the next teacher would be appointed.

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 admissions notice:

- |  |
|--|
| 1) Siblings of Children already enrolled in Newmarket Girls' School – priority to eldest |
| (2) Children who live within the Newmarket Parish/Town boundaries - priority to eldest   |
| (3) Children of present Staff Members - priority to eldest                               |

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:

If during this selection process, two or more applicants have the same date of birth, the School will apply a selection process to these applicants only by drawing lots in order to establish to whom places in that category will be offered.

Members of the In School Management Team and a member of the Parent's Association will carry out this process. The process will be overseen by a Peace Commissioner, however, other than the Principal no other member of the Board will be a witness to or participate in this process

## **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; except siblings of pupils already enrolled in the school. other than in the case of siblings of a student attending or having attended the school.

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

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

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

## 8. Decisions on applications

All decisions on applications for admission to Newmarket Girls' 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 Newmarket Girls' School, you must indicate—

(i) whether or not you have accepted an offer of admission from 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 are 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 Newmarket Girls' 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 admissions 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
- (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
- (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
- (v) 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 Newmarket Girls' 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 Newmarket Girls' School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admissions policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admissions 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 a 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:

Parents must contact the school Principal as soon as they become aware of the need to enrol their child.

A decision will be made on the following grounds:

Pupils will be enrolled in classes other than Junior Infants

A family has taken up residence in the area.

The class grouping into which the pupil would be admitted is not in breach of DEIS guidelines in relation to class size

The space available in the classrooms.

Parents will be required to complete an Application Form For Admission.

Proof of class will also be required.

Parents will be contacted within a 3 week period as per notice.

All offers of enrolment are subject to the signed acceptance of the School's Code of Behaviour.

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:*

*Parents should make contact with the school and make an appointment to meet with the Principal.*

A decision will be made on the following grounds:

The class grouping into which the pupil would be admitted is not in breach of DEIS guidelines in relation to class size.

The space available in the classrooms.

An Application for Admission Form will need to be completed for the pupil in question.

Parents will be contacted within 3 weeks of receipt of application.

All offers of enrolment are subject to the signed acceptance of the School's Code of Behaviour

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

This rule applies to all schools.

The board of Newmarket Girls' School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- (a) An application for admission of a student to the school or
- (b) The admission or continued enrolment of a student in the school.

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents of a student have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school

## 18. Reviews/appeals

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

The parent 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 parent 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.

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Philip Linehan.

Chairman BOM.