



**THOMOND**  
PRIMARY SCHOOL

Thomond Primary School  
Ballynanty Road  
Limerick  
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# Admissions Policy

## **Admission Policy of Thomond Primary School**

**School Address: Ballynanty Road, Limerick**

**Roll number: 20460W**

**School Patron: St. Senan's Education Office**

### **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 28<sup>th</sup> September 2022. 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 Thomond Primary School 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**

Thomond Primary School is a co-educational, vertical primary school with a Catholic ethos under the patronage of the Bishop of Limerick Diocese.

Catholic Ethos in the context of 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; and
- (b) a living relationship with God and with other people; 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

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 Thomond Primary 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.

### **School Mission Statement**

Rooted in our Christian tradition, Thomond Primary School strives to work in partnership with parents and community to provide a holistic and high-quality education in a safe, caring, and nurturing environment; where everybody is respected, valued, and cherished in order that each child may have the opportunity to fulfil his or her potential.

## **3. Admission Statement**

Thomond Primary 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.

Thomond Primary 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 a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000, relating to minority religions with the same/similar ethos.

Thomond Primary 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 a student who is not Catholic, and it is proved that the refusal is essential to maintain the ethos of the school.

Thomond Primary is a school which has established two special classes, with the approval of the Minister for Education and Skills, 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 these classes a student who does not have the category of needs specified.

Thomond Primary School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the council.

Thomond Primary School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67 (4B) of the Education Act.

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

Thomond Primary School welcomes applications for enrolment of pupils with special needs. The school will endeavour to have suitable provisions in place when a student enters the school and throughout his attendance at the school. To help the school ensure that this is achieved it will be recommended that parents:

- Inform the school that special provisions may be required. This will allow the school to begin what, at times, can be a lengthy process in negotiating with the Department to secure the necessary resources.
- Provide up-to-date psychological/medical reports, as appropriate. This is essential in order to support requests for resources and to enable a decision to be made.

The Board of Management will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the Department of Education and Skills (DES) and guidelines in relation to the deployment of these resources.

Thomond Primary School with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with autistic spectrum disorder (ASD) (See Appendix 1 for enrolment criteria for these special classes)

#### **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) Thomond-Primary School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special classes attached to Thomond Primary School provide an education exclusively for students with autistic spectrum disorder (ASD) and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes. (See Appendix 1 for details of enrolment criteria and procedures for these classes)

## **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. Priority is given to brothers and sisters of children already in the school.
2. Families whose primary residence is either;
  - (a) in the immediate areas of St. Munchin's Parish, starting closest to the school and radiating outwards from the school or
  - (b) in St. Munchin's Parish within a 2-mile distance by road from the school.

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:

- In the event that demand exceeds supply within any single priority category, places will be allocated by age – Priority to the oldest child.

## **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 siblings of a student currently 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 within the timeframe specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## **8. Application Process**

### **Application Process for Junior Infants**

Application and decision dates for admission to Junior Infants will be set out in the school's Annual Admission Notice which is published annually at least one week before the commencement of the admission process for the school year concerned.

Advance notification of enrolment dates will be placed on the school website (<https://www.thomondps.ie>) and in the school and parish newsletters. The Board of Management strongly recommends that prospective Junior Infant pupils be at least 4 years of age on or before 30<sup>th</sup> August of the year of enrolment.

Parents seeking to enrol their child must complete an Application Form for Admission and attach accompanying documentation (see below).

The following documentation will be required upon acceptance of a place in the school:

- An original Birth Certificate (will be copied and returned)
- Baptismal Certificate (if applicable for Sacramental purposes)
- Any other relevant reports (Medical/Psychological etc.)

Completion of an Application Form for Admission or the placement of a child's name on a waiting list does not confer a right to a place in the school.

### **Application Process for Special Classes attached to Thomond Primary School**

(See Appendix 1 for enrolment criteria and procedures for these classes)

## **9. Decisions on applications**

All decisions on applications for admission to Thomond Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received within the time frame 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.

## **10. 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 19](#) below for further details).

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

In accepting an offer of admission from Thomond Primary 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.

## **12. 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 Thomond Primary School where—

- a) it is established that information contained in the application is false or misleading.
- b) 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.
- c) 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
- d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 11](#) above.

## **13. 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).

#### **14. 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 Thomond Primary 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 Thomond Primary 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.

#### **15. 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.

## 16. 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 to classes or years other than the school's intake group of Junior Infants are outlined below.

Provision of a place in Thomond Primary School to other years and during the school year is conditional based on the following:

- The Department requirements for the transfer of a pupil from one primary school to another are fully complied with
- The requirements of the Education Welfare Act 2000 are fully complied with
- There is a vacancy in the school
- A completed ***Application Form for Admission - Other Classes*** (available from the secretary's office or on the school website <https://www.thomondps.ie/>)
- Information/documentation on any special educational or behavioural needs will be requested on offer of enrolment. Thomond Primary School may need to defer enrolment pending resources.
- The school may postpone a decision on enrolment of a student pending a report from an appropriate psychological or medical professional.
- The following documentation will be required upon offer of a place, and failure to provide the documents may result in a refusal to enrol:
  - An original Birth Certificate (will be copied and returned)
  - Baptismal Certificate (if applicable for Sacrament purposes)
  - Any other relevant reports (Medical/Psychological etc.)
  - Information/documentation on any special educational or behavioural needs
  - Any recent school reports

Places will be offered based on the following conditions:

- Criteria as outlined on the policy has been met
- Class numbers
- Available space in classrooms

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

The Board of Management of Thomond Primary 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.

### 18. Arrangements regarding students not attending religious instruction.

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school:

- A written request should be made to the Principal of the school by the parent.
- Students will be accommodated in their own classroom and they will be given alternative work to complete by their class teacher during religious instruction.

These arrangements will not result in a reduction in the school day of such students.

### 19. Reviews/appeals

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

The parent of the student, or in the case of a student who has reached the age of 18 years, 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, or in the case of a student who has reached the age of 18 years, 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.

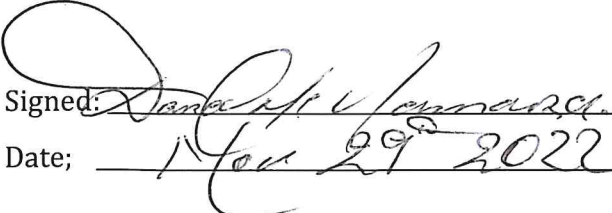
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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 Thomond Primary School on 20<sup>th</sup> September 2022 & was amended on 28<sup>th</sup> November 2022 to include changes in legislation outlined in Circular 0075/2022 regarding admission of pupils with special educational needs.

Signed:  Chairperson, Board of Management

Date: Nov 29 2022

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



# Appendix 1

## Admissions Procedures for the Special Classes attached to Thomond Primary School



Thomond Primary School, with the approval of the Minister for Education and Skills, has established two ASD (Autistic Spectrum Disorder) Classes at Thomond Primary School.

These classes are for children:

- who have a recognised ASD diagnosis
- who have been recommended for placement in an ASD Class in a mainstream Primary School
- who have the potential to integrate into a mainstream, age-appropriate class.
- The maximum class size is 6 pupils.

Our ASD classes offer an autism specific learning environment within a mainstream co-educational primary school. This setting facilitates optimum inclusion in mainstream education as part of the school community, as appropriate, while having due regard for levels of general learning disability, resources, and each child's current suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting his/her areas of need. We will strive to enhance the communicative and social skills of the children in the ASD classes.

### **Enrolment Procedure**

- Registration begins with a referral from the SENO, outside agencies, a telephone call, or a visit from parents.
- Requests for Enrolment Application Forms for the ASD Class and queries regarding supporting documentation should be made to: The Principal, Thomond Primary School, Ballynanty Road, Limerick. Telephone: 061 452755 or email [principal@thomondps.ie](mailto:principal@thomondps.ie).
- A school Enrolment Application Form for the Class for Pupils with ASD is then completed.

The Enrolment Application must be accompanied by **all** of the following supporting documentation supplied by parents:

1. The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or multi-disciplinary team.
2. Original Birth Certificate.

3. A written psychological assessment /report or a written Report from a multi-disciplinary Team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker, and a Physiotherapist. (Please note all reports on a child should be provided to the school for assessment by the Principal and SET team.
  4. There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. This recommendation must be within two years of date of application. In this regard it should be noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review.
- The closing date for applications will be included on the Admission Notice as outlined in our School's Admission Policy.
  - Completed applications will be responded to within the timeframe outlined in the Admission Notice.
  - The list of applicants will be reviewed by the Principal and the S.E.N. Co-ordinator.
  - All applications received by the closing date will be considered.
  - The school may seek the advice of the school's allocated NEPS psychologist to aid enrolment decision making.
  - The Principal will make the final decision.

Factors taken into consideration during the enrolment process are:

1. Diagnosis – Child must be diagnosed as being on the Autistic Spectrum and have a recommendation for placement in a special class attached to a mainstream school.
2. Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level.
3. Appropriateness – Child must be capable of accessing the Primary School Curriculum.

The School may request further information or a meeting with the parent and the child in the school setting, if deemed to be necessary. The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications will be considered on a case-by-case basis.

**NOTE: The receipt of the enrolment application forms, psychological report and written recommendation is not a guarantee of enrolment. It is simply the recording of an application for admission to our school.**

Before allocating places, the Principal will:

- Review all applications and all documentation relevant to a child applying for a place in the classes for pupils with ASD.
- Come to a decision on the suitability of the class for pupils with ASD to meet the needs of the child.
- Verify that there is a recommendation from a recognised Psychologist for placement in a special class in a mainstream school.
- Come to a decision as to the suitability of the child for potential meaningful integration in an age-appropriate mainstream class.
- Verify that the child is 4 years old on or before August 31st on the year of enrolment.

Places will be allocated in the ASD classes in accordance with the following criteria and in the following order:

1. Pupils currently enrolled in our mainstream school and seeking to transfer to the ASD class.
2. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address).
3. Applicants whose primary residence is either.
  - (a) in the immediate areas of St. Munchin's Parish, starting closest to the school and radiating outwards from the school or
  - (b) in St. Munchin's Parish within a 2-mile distance by road from the school.
4. Children of past pupils living locally. (Subject to a 25% capping)
5. Children currently enrolled in another local mainstream school.
6. If spaces are still available, places will be allocated randomly once an assessment has been made by the Principal and S.E.N. Co-ordinator.

### **Transfers**

Pupils may transfer to the ASD classes during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above. The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

### **Discharge Policy**

It is school policy to facilitate the discharge of pupils once they have completed 6th Class and/or reached the age of thirteen after September 30th in any year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable post-primary School. Thomond Primary School will facilitate all transfer of records/reports as well as assist with any information required with regard to students. Discharge from the ASD Classes may also happen if a pupil is fully integrated into the mainstream class.