



Scoil an Linbh Íosa

Admission Policy

Contact Details : Prosperous, Naas, Co Kildare W91 DT10

Tel: 045 868 660

email: enquiries@prosperousns.ie

website: www.prosperousns.ie

Charity Number : 20124779 **Roll No.** 18515J

Patron : Most Reverend Denis Nulty, Bishop of Kildare and Leighlin

1. INTRODUCTION

This Enrolment and 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 24 September 2025. It is published on the school's website and will be made available in hardcopy, on request.

The relevant dates and timelines for Scoil an Linbh Íosa'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 and in conjunction with the following policy documents, approved by the Board and available from the Administrative Office or on the school's website:

- Code of Behaviour
- Anti Bullying Policy
- Homework Policy
- Data Protection Policy

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Scoil an Linbh Íosa is a co-educational primary school with a Catholic Ethos. The Bishop of Kildare and Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'.

'The Catholic Preschool and Primary Religious Education Curriculum p15'

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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God and with other people
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- the formation of the pupils in the Catholic faith
- religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil an Linbh Íosa 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.

Ethos Statement

Scoil an Linbh Íosa is a Catholic school – in our school we aim to create a caring environment that supports learning and fosters the spiritual, moral, personal, social, cultural, emotional and physical development of each child.

Scoil an Linbh Íosa supports the principles of:

- Inclusiveness and diversity
- Equality of access and participation
- Parental choice in relation to enrolment

3. ADMISSION STATEMENT

Scoil an Linbh Íosa 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, ‘gender ground’, ‘civil status ground’, ‘family status ground’, ‘sexual orientation ground’, ‘religion ground’, ‘disability ground’, ‘ground of race’, ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

All denominational schools

Scoil an Linbh Íosa is a school whose objective is to provide education in an environment which promotes certain religious values. It does not discriminate where it refuses to admit as a student a

person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education class(es)

Scoil an Linbh Íosa is a school which has established classes, with the approval of the Minister for Education, to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Scoil an Linbh Íosa will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

Scoil an Linbh Íosa will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

Scoil an Linbh Íosa, with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with a professional diagnosis of Autism, Autistic Spectrum Disorder (ASD).

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) the student has not reached the age of four years by the 31st of August on the year of applying for admission.
- c) a parent or guardian 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

All denominational schools

Scoil an Linbh Íosa 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.

School with special education class(es)

The special classes attached to Scoil an Linbh Íosa provide an education exclusively for students with Autism (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

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

AND

A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

6. OVERSUBSCRIPTION

6.1

The Junior Infant Application for Admission Forms and the Transfer Application Forms for Senior Infant – 6th Class transfers are available on our website and in hard copy from our office.

Children must be four years of age or older before 31st of August of the year that they apply.

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:

Priority 1

Siblings (which comprises brothers and sisters including stepsiblings and foster children resident at same address) of children currently enrolled in the school – priority to eldest applicant.

Priority 2

Children living within the catchment area of Prosperous Town as indicated on Prosperous Town and Parish Map on www.prosperousns.ie – priority to eldest applicant.

Priority 3

Children living within the catchment area of the Parish of Prosperous as indicated on Prosperous Town and Parish Map on www.prosperousns.ie – priority to eldest applicant.

Priority 3

Children of members of staff of the school employed under a permanent contract of employment or who have been sanctioned a 'Contract of Indefinite Duration' – priority to eldest applicant.

Priority 4

Children living outside of the catchment area of Parish of Prosperous as indicated on Prosperous Town and Parish Map on www.prosperousns.ie – priority to eldest applicant.

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:

6.2 Applications by Siblings or Two or more pupils into the same class with same date of birth

Where an application for enrolment is made into the same class on behalf of multiple siblings with the same date of birth, the parents/guardians will be asked to indicate the order in which the applicants were born, (if this is not obvious from the Birth Certificate) which will indicate the order the applicants appear within each priority with priority to the oldest. The time of birth as recorded on the child's Birth Certificate will be used to verify the priority order.

Where an application for enrolment is made on behalf of two pupils with the same recorded date of birth and time, or where the same date of birth is shared but the time of birth is not verified on the official birth certificate for one or more of the relevant pupils, lots will be drawn to establish order on the waiting list, when a vacancy arises.

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:

1. a student's prior attendance at a pre-school or pre-school service
2. the payment of fees or contributions (howsoever described) to the school;
3. a student's academic ability, skills or aptitude - other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
4. the occupation, financial status, academic ability, skills or aptitude of a student's parents;

5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 as outlined in Section 6 (1) above.
7. the date and time on which an application for admission was received by the school

8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to Scoil an Linbh Íosa will be based on the following:

- our school's Enrolment and 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 by the Principal to the applicant.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Scoil an Linbh Íosa 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 provide details of the offer or offers concerned.

(ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools. If so, you must provide details of the other school or schools concerned.

11. CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE OR MAY BE WITHDRAWN

An offer of admission may not be made or may be withdrawn by Scoil an Linbh Íosa 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

- 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,
- iv. a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil an Linbh Íosa were unsuccessful due to the school being oversubscribed, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil an Linbh Íosa is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Enrolment and 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 Enrolment and Admission 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:

- Applications from pupils from Senior Infants to Sixth Class will be accepted subject to the policy of the school, available places and the selection criteria previously listed.
- Principal on behalf of the Board will outline procedure with parents or guardians and will forward the Admission Policy and the Application for Admission Form to parents or guardians.
- The application will be reviewed and decided upon in accordance with our school's Admission Policy, the Education Admissions to school Act 2018 and any regulations made under that Act.
- Applicants will be notified, in writing, within three weeks of receipt of application (as per section 9) and will receive relevant documents including Admission Acceptance Form, Code of Behaviour and Acceptance of Code Form, Consent Policy and Form.
- Parents will be requested to complete above forms and return to the school within three weeks of receipt of documents.
- All reports must be submitted for students seeking admission to the school's special classes.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- In keeping with the Education Welfare Act, 2000, pupils may transfer to the school at any time, subject to the policy of the school, available places or when a transfer is made because of a change of the ordinary residence of the child. An Application for Admission Form will be completed by the parent or guardian. Information concerning the pupil's attendance and the child's educational progress should be communicated between the schools as per Section 28 Education Welfare Act 2000.
- The Principal, on behalf of the Board, will outline the procedure with parents or guardians and will issue the school's Admission Policy and the Application for Admission Form to parents or guardians.
- Parents will complete the Application for Admission Form stating year group/class place required.
- Applications for a Junior Infant place (for a child not enrolled in another school) after the commencement of the school year will be considered if the child has reached the age of four prior to September 1st of the particular school year.
- Application will be reviewed and decided upon in accordance with the school's Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- Applicants will be notified, in writing within one week of receipt of application and will receive relevant documents including Admission Acceptance Form, Code of Behaviour and Acceptance of Code Form, Consent Policy and Form.
- Parents will be requested to complete the above forms and return to the school within one week of receipt of documents.
- All reports must be submitted for students seeking admission to the school's special classes.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The Board of Management of Scoil an Linbh Íosa, 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
- b. the admission or continued enrolment of a student in the school

17. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

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

18. REVIEWS/APPEALS

Review of decisions by the Board of Management

The parent(s) or guardians(s) of the student may request the Board of Management 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(s) or guardian(s) 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 to a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the parent(s) or guardian(s) 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 parent(s) or guardian(s) 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.

This Admission Policy was ratified by the Board of Management of on 10.07.2024

This Admission Policy was ratified by the Patron, Bishop Denis Nulty before being ratified by the Board of Management on 24 September 2025.

A handwritten signature in blue ink, appearing to be 'Alan G', written over a horizontal line.

Chairperson of the Board of Management