

# *Admission Policy of Scoil Mhuire agus Eoin*



*School Address:  
Boherboy Road,  
Mayfield,  
Cork*

*Roll number: 20497W*

*School Patron: Bishop of Cork and Ross*

## **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 2<sup>nd</sup> October, 2025. 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 Scoil Mhuire agus Eoin 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**

Scoil Mhuire agus Eoin is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

“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; and

- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 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 Scoil Mhuire agus Eoin 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.

### **Mission Statement**

Scoil Mhuire agus Eoin is welcoming of all. It is an inclusive environment respecting and celebrating difference. It is a dynamic and energised environment which is receptive to all challenges. We aim to respond to current needs within the school community in a compassionate and holistic way. We wish to maintain a warm, caring and happy environment in which everyone is valued and therefore can develop and grow.

Our school will respond to changes in society and strive to meet the academic, social and emotional needs of each individual.

We aim to present a relevant broad based curriculum with an emphasis on developing skills which will serve the children throughout their lives. We will differentiate teaching and learning according to children's abilities and needs. A special emphasis on SPHE will support teaching and learning in all areas of the curriculum. We recognize in particular the importance of creating opportunities for children to develop their oral language skills as a vital prerequisite to accessing all areas of the curriculum.

Our school recognises the additional expertise of visiting specialist teachers which enhances the learning and upskills staff. We will create opportunities for children to access specialist programmes to support their learning in literacy, numeracy and the arts.

The staff is actively involved in the management of school (distributed leadership) and it is envisaged this level of commitment will continue.

We will encourage students to take an active role in decision making in the school e.g. in devising rules. Staff is expected to respect the voice of the child and also to guide them in accordance with the school ethos.

The Home School Liaison scheme is central to the work and life of the school. We will always seek opportunities to involve parents. We encourage their involvement with their child's learning and support their own life-long learning where possible. The relationship between home and school will be based on respect, openness and tolerance. We strive for true partnership.

Scoil Mhuire and Eoin will benefit from an active Parents Association. This Parents Association will be representative of all voices; it will be inclusive and tolerant. The P.A. will work closely with management for the common good.

In Scoil Mhuire agus Eoin high standards of professionalism are modelled and expected. All children are considered as individuals with their own special talents and needs. Children are supported in reaching their full potential, in a holistic way. We look at the development of each child, academically, socially, emotionally, spiritually and creatively.

We recognize that children have different learning styles based on multiple intelligences and we will reflect this in differentiated teaching.

We wish to ensure that the school community continues to benefit from the happy, positive atmosphere which has been carefully cultivated over many years. It is paramount that teachers prioritise developing good relationships with both children and parents. We wish to maintain the high level of support and teamwork among staff. We will continue to build on excellent relationships with the community we serve and the agencies with whom we interact.

Continuing Professional development is the cornerstone of an excellent service. Management will continue to value and encourage staff development to ensure we are fully aware of current educational thinking and therefore progressive in our practice. We will strive to build capacity within our staff and utilise well our expertise and talents.

Continuous Self-evaluation is essential. We will be reflective practitioners recognising our strengths and challenges informed by robust evidence from our practice. This will direct our focus in each curricular area. Following implementation of our school improvement plan we will review our achievements and address any barriers to success.

We believe in the empowerment of people, the value of the individual and the strength of a shared vision.

**“Together we can do great things.”**

### **3. Admission Statement**

Scoil Mhuire agus Eoin 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.

Scoil Mhuire agus Eoin 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.

Scoil Mhuire agus Eoin is a school which has established 3 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 the class a student who does not have the category of needs specified.

Scoil Mhuire agus Eoin 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.

Scoil Mhuire agus Eoin 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 class**

Scoil Mhuire agus Eoin with the approval of the Minister for Education and Skills, has established 3 classes to provide an education exclusively for students with autism.

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 Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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.

## **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

Scoil Mhuire agus Eoin is a Catholic School and may refuse to admit as a student a person who is not of Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to Scoil Mhuire agus Eoin provide an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not meet the eligibility criteria as outlined in paragraph 4 above.

## **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:

### **Mainstream Classes:**

- 1 Siblings (including step-siblings & foster siblings) of children attending or having attended the school.
- 2 Children attending Early Start pre-school at Scoil Mhuire agus Eoin.
- 3 Children living in the parish of Our Lady Crowned
- 4 Children living outside the parish.

### **Special Classes:**

- 1 Pupils currently enrolled in the school (mainstream).
- 2 Children attending Early Start pre-school at Scoil Mhuire agus Eoin.
- 3 Siblings (including step-siblings & foster siblings) of children attending or having attended the school.
- 4 Children living in the parish of Our Lady Crowned
- 5 Children living outside the parish.

Note 1: If a place becomes available during the school year, pupils from within the school who meet the eligibility criteria in paragraph 4 above, will be given priority. After consultation with staff and the S.E.N.O, places will always be allocated to those children from this group with the most complex of needs. On the allocation of places to the ASD class, the final decision will rest with the Board of Management.

Note 2: The same time frame for applications to our special classes will be applied as above for mainstream classes and as outlined on the school's Annual Admissions Notice which is published on the school website.

Note 3: It is school policy to review the enrolment of the ASD classes annually. This review will include examining if children are deemed capable to integrate back into a mainstream setting full time. This is very much encouraged and supported by the National Council for Special Education and our Special Educational Needs Officer. This is regarded as a successful outcome of the programme and will only ever happen after due consideration and consultation. Parents will always be involved in consideration of any changes that may occur.

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:

Random selection (independently verified)

## **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, other than in relation to a student's prior attendance at Scoil Mhuire agus Eoin Early Start pre-school;
- 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 (including step-siblings & foster children) 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 admission notice of the school for the school year concerned.

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Mhuire agus Eoin 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 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 Scoil Mhuire agus Eoin, 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 Scoil Mhuire agus Eoin 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 Scoil Mhuire agus Eoin 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 Mhuire agus Eoin 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 mainstream classes or years other than the school's intake group are as follows:

Parents must

- fill out an application form &
- seek a meeting with Principal.

The new applicant shall be admitted unless:

1. The school is over subscribed
2. Parent fails to confirm acceptance of 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 must

- fill out an application form &
- seek a meeting with Principal.

The new applicant shall be admitted unless:

1. The school is over subscribed
2. Parent fails to confirm acceptance of Code of Behaviour.

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

This rule applies to all schools.

The board of Scoil Mhuire agus Eoin 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.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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, 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.