

**Admission Policy of Scoil Mhuire na nGrást
Belgooly
Co. Cork**

Roll number: 19672H

School Patron/s: Bishop Fintan Gavin (Cork & 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 originally approved by the school patron on 25th September 2020. Subsequent reviews and BoM/Patron approvals:

- Reviewed in June 2022, related revisions were ratified by the school's Board of Management on 07th June 2022 and subsequently approved by the patron on 16th September 2022
- Reviewed in December 2022, related revisions were ratified by the school's Board of Management on 10th January 2023 and subsequently approved by the patron on 16th January 2023
- Reviewed in June 2025, related revisions were ratified by the school's Board of Management on 24th June 2025 and subsequently approved by the patron on 13th September 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 na nGrást 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 na nGrást is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork & Ross, Bishop Fintan Gavin

“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; 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,

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 na nGrást 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.

Scoil Mhuire na nGrást offers a holistic education, where Christian values are the inspiration and hallmark of our daily practice. We are a learning community guided by the developmental view of education deriving from the Latin term ‘educio’ meaning ‘to lead out’.

We aspire as a school to live up to the ideals of child-centred education, be professional in our practice and to provide a safe and ordered school environment. We all want a school that our students, parents, staff and management are proud of, committed to and where all have an opportunity to contribute, learn and grow. We want our school to be a happy, welcoming community that values all students equally, a place where learning is fun and exciting, and nurtures the gifts in every learner.

3. Admission Statement

Scoil Mhuire na nGrást 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 na nGrást 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire na nGrást established a Special Class for Pupils with Autism in 2023, with the approval of the Minister for Education. This class will provide an education exclusively for students with complex and severe educational needs arising out of a diagnosis of Autism, as specified by the Minister. Scoil Mhuire na nGrást may refuse to admit to the class a student who does not have the category of needs specified.

Scoil Mhuire na nGrást, which has seen significant development on its school site since its foundation in 1979, is a school whose objective is to provide education in an environment which is welcoming and does not discriminate where it refuses to admit, as a student, a prospective pupil once its accommodation capacity (i.e. currently 375 pupils, Principal and 15 Mainstream Class Teachers) has been reached.

Scoil Mhuire na nGrást 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 na nGrást 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 na nGrást, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with a diagnosis of Autism meeting DSM IV/V or ICD diagnostic criteria.

Children and young people are eligible for enrolment in a Special Class for Pupils with 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 Pupils with 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
- c) The Special class provides an education exclusively for students with a diagnosis of Autism meeting DSM IV/V or ICD 10/11 diagnostic criteria, made by a psychologist/psychiatrist. The school may refuse admission to this class, where the student concerned does not have a letter of eligibility from the Special Educational Needs Organiser (SENO), National Council for Special Education, in respect of the specified category of special educational needs provided for in this class (i.e. Special Class for Pupils with Autism).

NOTE - Prior to applying for a place in the school's Special Class for Pupils with Autism (SCPA), parents/guardians of prospective pupils need to forward all professional reports and other relevant information to the Special Educational Needs Organiser (SENO), NCSE. Only applications approved by the SENO as eligible for a place in the SCPA may be considered for enrolment. For further details on the process, please visit Notify NCSE – Special Class/Special School Placement

Scoil Mhuire na nGrást is a Roman Catholic school and may refuse to admit as a student a person who is not a Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire na nGrást, which has seen significant development on its school site since its foundation in 1979, may refuse to admit, as a student a prospective pupil where it is proved that its accommodation capacity (i.e. currently 375 pupils, Principal and 15 Mainstream Class Teachers) has been reached.

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:

Criteria to be used:

1. Pupils already enrolled in Scoil Mhuire na nGrást*
2. Siblings (including step-siblings, resident at same address) of children already attending the school
3. Children residing within the parish of Clontead**
4. Children who apply to the school and not resident in the parish of Clontead**

* This applies to applicants for a place in the Special Class for Pupils with Autism

**Please refer to Appendix 1 – Map of Clontead Parish

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:

Applications from children already enrolled in the school will be determined in order of age with priority given to the eldest

Applications from children with siblings already in the school will be determined in order of age with priority given to the eldest

Applicants residing in the parish of Clontead will be determined in order of age with priority given to the eldest.

Applicants who are not resident in the parish of Clontead will be determined in order of proximity to the school with priority given to the closest to the school, as measured by a straight line on an Ordinance Survey map.

Applications received within the timeframe outlined within the Annual Admission Notice will be given priority over late applicants.

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, other than in relation 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;
- (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 in the case of selection criterion 2 above, where a sibling or stepsibling, resident at the same address, is already enrolled in 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 Scoi Mhuire na nGrást 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 Scoil Mhuire na nGrást, 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 na nGrást 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 na nGrást 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 na nGrást 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 classes or years other than the school's intake group are as follows:

The Board of Management will facilitate the enrolment of pupils who wish to transfer to Scoil Mhuire na nGrást from another school at the commencement of the school year subject to

- a) A place being available in the particular class
- b) Compliance with the requirements of this Admission Policy

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

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:

The Board of Management will facilitate the enrolment of pupils who wish to transfer to Scoil Mhuire na nGrást from another school after the commencement of the school year subject to

- a) The school not being oversubscribed
- b) A place being available in the particular class
- c) Compliance with the requirements of this Admission Policy

It should be noted that the Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

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

This rule applies to all schools.

The board of Scoil Mhuire na nGrást 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

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) to discuss how the request may be accommodated by the school.

18. Reviews/appeals

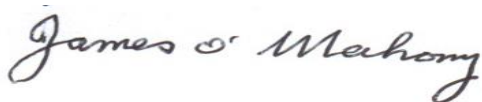
Where an applicant has been refused due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. All requests for a review by a board of management must be returned directly to the school by the applicant and should be addressed to The Secretary, Board of Management, Scoil Mhuire na nGrást, Belgooly, Co. Cork P17 XT32. You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to->

[admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full](#). Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Where an applicant has been refused admission for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review by the board of management of the decision to refuse admission. You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. All requests for a review by a board of management must be returned directly to the school by the applicant and should be addressed to The Secretary, Board of Management, Scoil Mhuire na nGrást, Belgooly, Co. Cork P17 XT32. If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

This policy was originally approved by the Board of Management on 28/04/2020. It was amended in June 2022, to include applications for the Special Class and approved at a Board of Management meeting on 07th June 2022. Owing to department of Education 'Reviews/Appeals' section updates (December 2024) and the publication of DE Circular 39/2025 (May 2025), it was further amended in June 2025 and approved at a Board of Management meeting on 24th June 2025.

.Signed:



(Chairperson, Board of Management)

Date: 28th April 2020

Patron's approval notified on 25th September 2020

Amended in June 2022, approved at a Board of Management meeting on 07th June 2022 & Patron's approval notified on 16th September 2022

Amended in December 2022, approved at a Board of Management meeting on 10th January 2023 & Patron's approval notified on 16th January 2023.

Amended in June 2025, approved at a Board of Management meeting on 24th June 2025 & Patron's approval notified on 13th September 2025

APPENDIX 1

Map of Clontead Parish

