Admission Policy of Convent Primary School Mallow

School Address: Bathview, Mallow, Co. Cork, P51D958

Roll number: 16159D

School Patrons: Bishop William Crean

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Admission Policy

1.0 Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018, the Equal Status Act 2000 and Circular Letter 0039/2025. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with family of children attending the school.

The policy was approved by the school patron on the 12th 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 the Convent Primary admission process are set out in the school's annual admission notice which is published annually on the school's website/School App 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/School App page and will be made available in hardcopy on request to any person who requests it.

2.0 Characteristic Spirit and General Objectives of the School

The Convent Primary School is a Catholic all girls primary school with coeducational special classes with a Catholic ethos under the patronage of the Bishop of Cloyne.

"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 Convent 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.

2.1 General Objectives

The Convent Primary School promotes Gospel values in a Christian learning community, where children can grow in knowledge and understanding and in the acquisition of skills, attitudes and values. We are fully committed to offering excellence in education by:

- promoting the highest possible achievement for our pupils;
- encouraging children to grow within the Catholic faith;
- establishing the foundations for lifelong learning;
- welcoming input from parents/guardians to complement the skills and experience of our professional teaching staff;
- ensuring that our school is central to the parish, reaching out to embrace the wider community;
- uniting all staff; parents/guardians and Board of Management in our aim to be a leading school in the Diocese of Cloyne

Our aim is that all children should leave our school with the basic skills of reading, writing and numeracy, an enthusiasm for learning, a thirst for knowledge, an appreciation of their religion and the world in which they live and, above all, many happy memories.

2.2 Mission Statement

Our school has a Catholic ethos and is inspired by the Mercy philosophy of education which is "committed to the holistic development and the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised." Our aim then, and our focus, is to ensure your child develops her/his potential to the full in a happy, secure learning environment.
To this end, we nurture an atmosphere of care, respect and joy in the school and in everything we do. We, the Staff, are committed to ongoing whole-school development in collaboration and partnership with our Board of Management, the Families and the wider community

3.0 Admission Statement

Convent Primary School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

The Convent Primary School will cooperate with the NCSE as practicably possible 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.

The Convent Primary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b)
The Convent Primary School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school. However, boys are accepted into our Special classes which are coeducational.

The Convent Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

The Convent Primary School is a school which has established 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.

4.0 Categories of Special Educational Needs Catered for in the School/Special Class
The Convent Primary School with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with Autism and a class exclusively for students with Moderate General Learning Disability (MGLD).

4.1 Eligibility for Enrolment to Autism Classes
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:

a) Diagnosis of Autism: DSM IV/V or ICD 10/11 **and**
b) A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports **and**
c) 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**
d) 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

The maximum number of pupils in a Special Class for ASD is six pupils (Department of Education and Skills).

4.1 Eligibility for Enrolment to MGLD Class

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

Professional report(s) outlining:

a) Diagnosis of MGLD e.g. (ICD-10, DSM IV OR V) **and**
b) A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports **and**
c) 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**
d) 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 MGLD

The maximum number of pupils in a Special Class for MGLD is eight pupils (Department of Education and Skills).

5.0 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 family 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

The Convent Primary School provides mainstream education exclusively for girls and may refuse to admit a student who is not of the gender provided for by this school, other than into our Special classes which are coeducational.

The Convent Primary School is a Catholic School and may refuse to admit a student who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to the Convent Primary School are coeducational and provide an education exclusively for students with Autism and MGLD 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 the class.

6.0 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:

6.1 Selection Criteria: Mainstream classes

1. Siblings of children (includes step sibling, foster children resident at the same address) who already attend the Covent Primary. Priority is given to eldest child.
2. Siblings of past pupils. Priority is given to eldest child
3. Children attending Scoil Íosagain, Priority is given to eldest child.
4. Children living within Parish. Priority is given to eldest child.
5. Children living in neighbouring / adjoining Parishes. Priority is given to eldest child.
6. Children of Staff. Priority is given to eldest child.
7. Children of past pupils. Priority is given to eldest child.
8. All others giving priority to eldest child.

6.2 Selection Criteria: Autistic Spectrum Disorder (ASD) Special Classes:

1. A pupil enrolled in mainstream in the Convent Primary School. Priority is given to eldest child.
2. Siblings of children (includes step sibling, foster children resident at the same address) who already attend the Covent Primary School. Priority is given to eldest child
3. A child enrolled in our Early Intervention Class. Priority is given to eldest child. Please note that enrolment in the Early Intervention Class at the Convent Primary School does not guarantee placement in our ASD Special Classes.
4. Siblings of past pupils. Priority is given to eldest child
5. Children attending Scoil Íosagain. Priority is given to eldest child
6. Children of Staff. Priority is given to eldest child
7. Children of past pupils. Priority is given to eldest child
8. Children living within Parish. Priority is given to eldest child
9. Children living in neighbouring / adjoining Parishes. Priority is given to eldest child
10. All others giving priority to eldest.

6.3 Selection Criteria: Early Intervention (EI) Class:

1. Siblings of children (includes step sibling, foster children resident at the same address) who already attend the Covent Primary. Priority is given to youngest child
2. Siblings of past pupils. Priority is given to youngest child.
3. Children attending Scoil Íosagain. Priority is given to youngest child.
4. Children of Staff. Priority is given to youngest child.
5. Children of past pupils. Priority is given to youngest child.
6. Children living within Parish. Priority is given to youngest.
7. Children living in neighbouring / adjoining Parishes. Priority is given to youngest.
8. All others giving priority to youngest child.

6.4 Selection Criteria: MGLD Special Class:

1. A pupil enrolled in mainstream in the Convent Primary School. Priority is given to eldest child.
2. Siblings of children (includes step sibling, foster children resident at the same address) who already attend the Convent Primary. Priority is given to eldest child.
3. Siblings of past pupils. Priority is given to eldest child.
4. Children attending Scoil Íosagain. Priority is given to eldest child.
5. Children of Staff. Priority is given to eldest child.
6. Children of past pupils. Priority is given to eldest child.
7. Children living within Parish. Priority is given to eldest child.
8. Children living in neighbouring / adjoining Parishes. Priority is given to eldest child.
9. All others giving priority to eldest.

6.5 Two or More Students Tying for Place

In the event of a tie in any of the above categories (Mainstream or Special Class) the outcome will be determined by the drawing of lots/random selection, independently verified in the presence of staff and members of the parent body.

7.0 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/pre-school service, including naíonraí, other than Scoil Íosagáin or other than in relation to a student's prior attendance at our EI Class.
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: 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.
d) the occupation, financial status, academic ability, skills or aptitude of a student's family;
e) a requirement that a student, or his or her family, 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 the selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) family of a student 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8.0 Decisions on Applications

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

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

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.

9.0 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).

10.0 Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from the Convent 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.

11.0 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 the Convent Primary School where—

(i) it is established that information contained in the application is false or misleading.

(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.

(iii) the family 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 above.

12.0 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).

13.0 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 the Convent 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 the Convent 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.

14.0 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.

15.0 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

1. Family request an application form / form is available on website / by contacting the school.
2. Family completes and submits application form by due date either as in Notice or whatever timeline is agreed.
3. School makes decisions on applications received.
4. Family notified
    a. School offers a place or
    b. School places applicant on waiting list for the year concerned.
5. Applicant accepts the place & accepts the Code of Behaviour (Section 11) or applicant refuses place.
6. In the event of being unable to enrol a child in any school year, the child's name will be placed on a waiting list.
7. If refused, the applicant will be notified of their entitlement to appeal the decision under Section 29 of the Education Act 1998

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: As above – However, families are notified of the decision within 3 weeks of receiving an application.

16.0 Declaration in Relation to the Non-Charging of Fees

The Board of Management of the Convent 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-

i. an application for admission of a student to the school, or
ii. the admission or continued enrolment of a student in the school.

17.0 Arrangements Regarding Students Not Attending Religious Instruction

The following are the school's arrangements for students, where the family 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. A meeting will then be arranged with the parent(s)/guardian(s) as the case may be, to discuss how the request may be accommodated by the school.
These arrangements will not result in a reduction in the school day of such students.

18.0 Reviews/appeals

18.1 Review of Decisions by the Board of Management

The family 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.

18.2 Right of Appeal

Under Section 29 of the Education Act 1998, the family of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

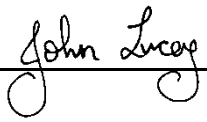
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

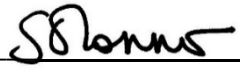
19.0 Implementation and Review

This document states the Admission Policy of our school at the present time. It may, however, be subject to adjustments and changes in the future. Such changes and adjustments will be contained in an updated version of the School's Admissions Policy.

20.0 Approval and Ratification

This Admission Policy was approved by the Patron; Bishop William Crean on 12th September 2025. This Admission Policy was ratified by the Board of Management of the Convent Primary School on 16th September 2025.

Signed  Chairperson, Board of Management

Signed  Principal/Secretary, Board of Management

Patron Approved 12/09/2025

Michael Walsh DEO Cloyne