



# Admission Policy

(Common Admissions Policy for  
Ennis Town Schools)

Revised January  
2023

Revised October  
2024

Revised February  
2025

Ennis National School



## **Admission Policy of Ennis National School**

### **(Common Admissions Policy for Ennis Town Schools)**

**School Address: Ashline, Kilrush Rd, Ennis Co. Clare V95 DE44**

**Roll number: 15042A**

**School Patron: Bishop of Killaloe**

#### **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 4<sup>th</sup> January 2023. 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 Ennis National School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

#### **2. Characteristic spirit and general objectives of the school**

Ennis National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Ennis National 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.

Ennis National School is founded upon Gospel values and our Catholic tradition. The staff of Ennis National School want to create a climate of physical, emotional, social, and intellectual safety for students, teachers and parents so that teaching and learning can occur within relationships of mutual valuing and respect.

With this in mind, the teachers of the school see education not just as providing students with knowledge and skills but also as providing for the emotional, social, sexual, physical and spiritual development of students.

In this school we want students to be self-motivated and to be at peace with themselves, others and the world. Achievement of these aspirations by the school requires the help and co-operation of students, teachers and parents.

### 3. Admission Statement

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs
- (j) Schools with special education class(es)



Ennis National 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.

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.

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

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

### **All denominational schools**

Ennis National 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018

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

### **In the case of a mainstream school with a SEN class attached**

Ennis National School with the approval of the Minister for Education and Skills, has established the following Special Classes for students with special educational needs:

2 \* Autism/ASD Classes

1 \* Specific Learning Disability class for students in Fifth/Sixth Classes with severe Dyslexia

## **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) School with special education class(es)

The special classes attached to Ennis National School provide an education exclusively for students with qualifying difficulties and the school may refuse admission to these classes, where the student concerned does not meet the specified category of special educational needs provided for in this class. (Please see Appendix 1 and Appendix 2 below for details)

Ennis National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Note: Although obliged by the State to include the above statement, Ennis National School has never refused admission to any child on these grounds and does not envisage ever doing so, as to do so would be contrary to the inclusive and welcoming nature of the Catholic ethos of the school.

## 6. Oversubscription

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. With effect from the 21<sup>st</sup> October 2024, the Board of Management of Ennis National School has determined that the maximum mainstream class size will be 25 pupils for any classes that currently have less than this maximum capacity (Board of Management meeting of 21<sup>st</sup> October 2024). Classes that have 25 or more pupils are deemed to be full and there are no places available in those classes.

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### 1. Siblings and Staff

On an equal basis, applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address) and children of school staff, priority eldest.

### 2. Parish

a. Children residing in the parish and who are 1.5km or less in walking distance from the school, priority eldest; This will be measured by Google maps, using Eircode to Eircode walking distance.

b. All other children residing in the parish, priority eldest.

### 3. Past pupils

Children and or siblings of past pupils, priority eldest;



#### 4. Others

All other applicants, priority eldest.

**Please note, a copy of a utility bill may be asked for as proof of address.**

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:

**They will be arranged in order of age, priority eldest.**

**If born on the same day, then by lottery.**

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Health and Safety.

#### 7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (g) 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 school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.



In relation to (2) parents and grandparents having attended, a school may only apply these criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (h) 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Ennis National 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

(Please see [section 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 Ennis National 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. 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 Ennis National 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 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 Ennis National 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 Ennis National 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. 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**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

Applications to enrol into classes other than Junior Infants intake may be received by the school at any time during the year. In the event that the school is full or the Junior Infants intake procedure has not yet been addressed, then the parents will be informed of the situation and the student will be placed on a transfer list (if an application to enrol is received). This list is populated in chronological order of receipt of application to enrol (stamped with the date of receipt in the office).

When a place becomes available in the school, and the Junior Infant intake procedure has been addressed, then it will be offered to applicants on the transfer list in order.



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

This rule applies to all schools.

The board of Ennis National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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:

Children will remain in class but not participate in the religious instruction and will be given other work to do. In the case of school religious ceremonies, non-participating children are provided with a supervised classroom for the duration.

## 18. Reviews/appeals

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

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.



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

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

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

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

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

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

The policy was ratified by the Board of Management of Ennis National School on 17<sup>th</sup> February 2025.

Signed:

Daniel O'Connell, Chairperson, Board of Management



# Appendix 1

## ASD Class

## Admission

## Guidelines

October 2024

Ennis National School



## ASD Class Admission Guidelines

The decision to provide a special class for children with a diagnosis of Autistic Spectrum Disorder in Ennis National School was taken by the Board of Management of the school in conjunction with the Principal and Staff in December 2013. The decision was taken with a view to provide an education in a mainstream setting for children who have an Autistic Spectrum Disorder and who fulfil the enrolment criteria. The decision was taken primarily to cater for children resident in the parish of Ennis. The Board of Management notes that it is open to any primary school to set up such a class. In September 2017, a second ASD class was opened in Ennis National School.

Ennis National School is a mainstream co-educational primary school with three class groups at all class levels and with an enrolment of approximately 625 pupils. Ennis National School has a Catholic ethos under the patronage of the Bishop of Killaloe.

The ASD classes at Ennis National School are classes for children with ASD who have been recommended for placement in an ASD class in a mainstream primary school and who have the potential to integrate into a mainstream, age appropriate class. All placements will be reviewed annually in order to ensure that the placement continues to be appropriate for each child. The maximum class size is 6 pupils. Access to speech therapy, occupational therapy, physiotherapy etc. will be dependent on local H.S.E. services.

### **Our Aims**

We aim to offer a positive meaningful educational experience, which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm.

Our ASD classes offer an autism specific learning environment within a mainstream co-educational national school. This setting facilitates optimum inclusion in mainstream education as part of the school community as appropriate, with regard to levels of general learning disability, resources and suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting their areas of need.

### **Application Procedure for Enrolment**

1. Enrolment Application Forms for the ASD Classes will be accepted until the closing date for submission of enrolment applications which is stated on the Annual Admissions Notice. All applications will be placed on a Waiting List in order of age. Applications received on or before this date will be acknowledged within one calendar month of the closing day for the submission of applications.

Requests for Enrolment Application Forms for the ASD Classes and queries regarding supporting documentation should be made to: Principal, Ennis National School, Ashline, Ennis, Co Clare. Telephone: 065 6829158. *Receipt of acknowledgement of an enrolment application by the school does not constitute*



*an offer of a place nor does it not guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with our enrolment policy.*

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

- The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or team.
  - A written psychological assessment /report (dated within the six months prior to the Application being submitted) or a written report from a multi-disciplinary team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. The report must confirm that S/he has complex or severe learning needs and there must be a recommendation by the relevant professionals in the report that s/he requires the support of a special class placement in a mainstream school and outline the reasons why this is the case.
  - Original birth certificate.
  - Please note all reports in operation on a child should be provided to the school for assessment by the Admissions Team.
2. All applications received by the closing date will be considered by the Admissions Team. Late or incomplete applications will not be considered. The team will include the School Principal, Special Needs Coordinator and a Special Class Teacher. The Admissions Team may seek the advice of the school's allocated NEPS psychologist.

The function of the admissions teams is to:

- Ascertain how many places are to be filled in the ASD Class. The maximum number of pupils in the class will be 6 pupils.
- Review all applications and all documentation relevant to a child applying for a place in the ASD class
- Verify the class's suitability in meeting the needs of the child
- Verify that there is a recommendation from a psychologist for placement in a special class in a mainstream school.
- Verify the suitability of the child for potential meaningful integration in an age appropriate mainstream class
- Verify that the child is 4 years old on or before September 1st on the year of enrolment
- Verify that the child has an intelligence score in the Average or Low Average range (a Full Scale Intelligence Quotient score of 75 or greater) when compared to other children of a similar age.
- Identify qualifying applicants with reference to these criteria.
- Prioritise each qualifying applicant with reference to selection criteria (Point 3 below)



- To make a recommendation based on these findings to the Board of Management

*The Board of Management is responsible for and must respect the rights of the existing school community and in particular the children already enrolled. The Board of Management has the right to endorse or overrule any decision made by the Admissions Team. In particular, The Board of Management reserves the right to refuse enrolment if they believe the school cannot meet the needs of a particular child.*

3. In the event that the number of children that apply for a place is greater than the number of places, such places will be filled on review of Enrolment Applications received in the following order of priority:
  - A. Current pupils of Ennis National School who receive a diagnosis of Autism/Autistic Spectrum Disorder
  - B. On an equal basis, applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address) and children of permanent school staff.
  - C. Children living within Ennis parish
  - D. Children living outside Ennis parish

In the event that the number of applicants in any category exceeds the number of places available, qualifying applicants will be offered a place in accordance with the following criteria:

- i. Children who are enrolling in Junior Infants
  - ii. Children who are enrolling in Senior Infants
  - iii. Children who are enrolling in any other class
  - iv. In the event that there are more applicants than places under any of the above categories and criteria, then a lottery system will be implemented to randomly allocate the remaining place(s). The lottery will be overseen by the Admissions Team.
4. All unsuccessful qualifying applicants will be placed on the Placement List, in accordance with the above criteria for places that may become available. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management. The Placement List is valid for vacancies which occur in the current school year only. All applications will be reviewed with reference to the selection criteria in April each year.
  5. Parents who are offered a place must complete and return our regular Enrolment Registration Form within two weeks of the letter of offer to accept a placement. If the school does not receive the Registration Form within the two-week period, the place will be offered to the next child on the Placement List for that school year.

### **Pupils Transferring**

Pupils may transfer to the ASD classes during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above.





## **Placement**

1. After placement in the class a relevant support plan will be provided for the child. This plan will have an input from all parties involved with the education of the child. The ASD Class teacher is only obliged to produce one support plan per school year. It is up to the professional opinion of the teacher involved if the support plan needs to be updated more frequently.
2. Each child in the A.S.D. class will be assigned to an age appropriate mainstream class for integration purposes provided that this is in the best interests of the child, while having due regard to the educational benefit of all pupils enrolled in our school. Every opportunity will be used to promote inclusion in mainstream classes provided the child is ready for this step and has the necessary supports in place. The decision regarding the amount of integration a child should receive lies primarily with the school and the amount of integration a child is to receive will be outlined in their School Support File.
3. A review will take place at the end of the child's first year to assess whether the child's placement is appropriate.
  - The review will be carried out by school staff with parental involvement
  - The outcome of the review will be examined by the Board of Management
  - If in the event that a placement is inappropriate, the school will liaise with appropriate agencies in an effort to obtain a more suitable placement

## **Discharge**

It is school policy to facilitate the discharge of pupils from the classroom once they have reached the age of thirteen. It will be deemed compulsory that the year that the student turns 13 will be their last year. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable secondary school. Ennis National School will facilitate all transfer of records/reports as well as assist with any information required with regards to the student and Ennis National school will be deemed to have authority to forward all relevant reports and assessments to the Secondary school unless specifically instructed in writing not to do so.

Discharge may also be recommended after the first and/or any subsequent year if following psychological assessments and/or consultation with the parents/guardians, it is felt that the placement is no longer appropriate or serves the best interest of the child. In this instance, the pupil will be offered a place in an age appropriate mainstream class in Ennis NS. The Board of Management has the right to overrule any decision made in this regard.

Where a student ceases to be enrolled at Ennis National School the Board of Management of the School reserves the right to notify parents/guardians that such student's place in an ASD class has been withdrawn. Such decision may be made by the Board having regard to relevant matters such as (without limitation) the need for such place by students on the Placement List. The withdrawal of a place does not prevent the student in future from re-applying for a place in an ASD class or in a mainstream class in accordance with the school's Admission Policy.





**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 be entitled to appeal such a decision.



# Appendix 2

# Reading Class

# Admission

# Guidelines

October 2024

Ennis National School



## Reading Class Admission Guidelines

### Background:

The Reading Class at Ennis NS is a specialist class for pupils with severe Specific Learning Differences / Dyslexia.

Pupils in 5th or 6th class, from any school in Co. Clare, who have the above profile, may apply for a place.

The pupil – teacher ratio in the Reading Class is 9 : 1.

Placement is for either one or two years only.

Pupils will be taught using methodology and resources appropriate to children with dyslexia.

Each pupil will be assisted to make as much progress as possible as an individual, given the degree of his/her learning difficulties.

Pupils are integrated into a mainstream 5th or 6th class for part of every day and participate in all school-wide activities (sports, plays, etc).

We operate a secure, accepting classroom environment where children can learn at their own pace without fear of inappropriate demands or criticism.

We aim to assist pupils to come to terms with their dyslexia at a personal level.

### Entry Criteria:

General cognitive ability (IQ) must be average or above-average, as assessed by a psychologist.

The child must have a formal written diagnosis of Specific Learning Difficulty / Dyslexia from a Psychologist.

His/her scores must be on the 1st or 2nd percentile for one of reading, spelling or reading comprehension/

If there are other overlapping disabilities (such as ADD, Dyspraxia, Speech and Language Disorder), a child may be accepted with slightly higher percentile ranks. However, the primary presenting difficulty and primary cause of the pupil's failure to achieve must be dyslexia.

S/he must be in, or about to enter, 5th or 6th class.



There must be a significant discrepancy between ability (IQ) and performance on standardised tests.

Performance should be at a very low level compared to students of their age-group.

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### **Application Procedure:**

To apply for a place in the Ennis NS Reading Class, a child's parent/ guardian should write to the principal requesting a placement for their child.

A copy of the child's Psychological Report should be enclosed with the above letter.

The closing date for receipt of applications is March 31st each year.

Applicants, their parents and/or teachers, are welcome to visit the Reading Class if they so wish. Please contact the school to arrange a suitable time.

Schools from which external applicants have applied will be asked to complete a report form on the student.

### **Selection Procedure:**

The Reading Class Admissions Committee will meet after March 31st to process the applications. This committee consists of the Principal, the Reading Class teacher and the SEN Co-ordinator (Deputy Principal) in the school.

At this stage, all applicants will be listed in order of need, based on the level of discrepancy between expected and actual performance, (ie. their ability /IQ v. their achievements/ scores) as assessed by a psychologist.

Those with the greatest discrepancy will be given priority.

In the event of children presenting with similar scores, a random lottery system may be used to select successful applicants.

Successful candidates will be offered a place in writing and will have ten days to accept or reject the offer.

A place which is not accepted will then be offered to the next applicant in order on the list.

In the event that there are insufficient applicants who meet the above criteria in a given year, any remaining place becomes a 'concessionary place' and may be offered to applicants who are slightly outside the criteria.



A 'Concessionary Place' must be approved by the Special Education Needs Organiser (SENO). Concessionary places are valid for one school year only.

All places in the Reading Class are subject to approval by the SENO on behalf of the National Council for Special Education.

### **School Transport:**

School Transport may be sanctioned by the National Council for Special Education (NCSE) for applicants who have been accepted and approved for places in the Reading Class. Applications for School Transport have to be made separately from the application for a place in the Reading Class and are subject to approval from the NCSE.

Applicants who have accepted 'Concessionary Places' do not qualify for Transport and will not be approved for School Transport by the NCSE.

### **Important Note:**

Due to the two-year placement system in operation, the Reading Class is always a mixture of 5th and 6th class pupils. The number of places which become available in any given year depends on the number of 6th class students transferring to secondary school.



# Appendix 3: Refusal to Enrol

A copy of the board of management request form and section 29 appeal forms are available on <https://www.section29appeals.gov.ie/>

## **Oversubscription**

As the refusal to enrol is 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>. 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.

## **Reasons other than oversubscription**

As the refusal to enrol is 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>. 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.



Ennis National School