



Athleague N.S., Athleague, Co. Roscommon, F42 VF95

Phone: 090-6663420 / 085-8388694

Principal: Avril Hickey

Roll Number: 15308M / Reg. No.: 20133474

Email: [info@athleaguenationalschool.ie](mailto:info@athleaguenationalschool.ie)

Website: [www.athleaguenationalschool.ie](http://www.athleaguenationalschool.ie)

## **Admissions Policy of Athleague National School**

Athleague, Co. Roscommon

15308M

School Patron: Bishop Kevin Doran

### **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 9<sup>th</sup> March 2026. 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 Athleague National School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.
- This policy must be read in conjunction with the annual admission notice for the school year concerned.
- 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.
- The Chairperson of the Board of Management, Mr. Anthony Flaherty, Athleague, Co Roscommon and the School Principal, Ms. Avril Hickey Athleague N.S will be happy to clarify any further matters arising from this policy.

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

- Athleague National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Elphin.
- "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:



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- 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 Athleague 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.

#### Mission Statement of Athleague National School

- Each person through positive learning experiences will be stimulated to achieve his/her full potential, face life confidently, find fulfilment and be respectful in an ever-changing world.
- In Athleague National School we aim to provide every child with an opportunity to develop and grow in a learning and caring environment.
- We aim to treat every child with equal dignity, care and respect.
- We aim to work in partnership with parents and the outside community to develop a sense of worth in each child.
- We aim to maintain a Catholic ethos in our school but also teaching each child to tolerate and respect other faiths and religions.
- We will prepare each child for further education and endeavour to develop his/her talents.
- We endeavour to create a sense of belonging and involvement between the school and the community.

### **3. Admission Statement**

- Athleague 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,



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- 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.
- Athleague NS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular the provision and operation of a special class or classes when requested to do so by the Council.
- Athleague NS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).
- Athleague National School is a Catholic School and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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

- Athleague National School, with the approval of the Minister for Education and Youth, has established a class to provide an education exclusively for students with a diagnosis of ASD supported by an up to date educational psychological assessment and diagnostics report from relevant professionals which confirms said diagnosis in line with current DEY criteria.
- Athleague National School will co-operate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular the provision and operation of a special class or classes when requested to do so by the Council.



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- Athleague National School will comply with any direction served on the Board or the Patron under section 37A and 67(4)(b).
- Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:  
Professional report(s) outlining:
  - Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11) (psychologist) AND
  - A demonstration of the understanding of complexity of the child's overall levels of need/s evidenced in the professional reports, AND
  - Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same, AND
  - A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism.

**Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available. When there are more applicants than places available, a selection process will be necessary.**

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

### **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:



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- a) Children must be at least 4 years of age on 1<sup>st</sup> September.
  - b) Families whose primary residence is Athleague parish or traditional catchment area
  - c) Brothers and sisters of children already enrolled in the school.
  - d) Children of current teaching staff
  - e) Children whose parents are from the 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:
    - a) The age of pupils will be taken into account and priority given to older children.
    - b) In the event of a child not obtaining a place on the grounds of age priority will be given in the subsequent school year.

#### **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) 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.

#### **8. Decisions on applications**

- All decisions on applications for admission to Athleague National School will be based on the following:
  - Our school's Admissions Policy
  - The school's Annual Admissions Notice (where applicable)



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- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admissions 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 Admissions 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 Athleague 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 Athleague National School where—
  - it is established that information contained in the application is false or misleading.
  - an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admissions Notice of the school.
  - 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



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- and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- 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 Athleague 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 Athleague 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 Admissions 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.



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#### **14. Late Applications**

- All applications for admission received after the closing date as outlined in the Annual Admissions 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:
  - Students wishing to enrol into classes in Athleague National School other than into Junior Infants are enrolled subject to this Admissions Policy and taking into account the following factors:
    - The number of students in the class to which the student/students are seeking enrolment
    - Space in the classroom
- It is advised that parents seeking to enrol their child/children in Athleague National School from another school should apply to Athleague National School in advance of the commencement of the academic school year for which enrolment is sought. If the number of applications received exceed the number of available places then the Enrolment Criteria for students seeking a place in Junior Infants section will apply.
- 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:
  - Students wishing to enrol into classes in Athleague National School after the commencement of the school year are enrolled subject to this Admissions Policy and taking into account the following factors:
    - The number of students in the class to which the student/students are seeking enrolment



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- Space in the classroom
- If accepted students will start on the first date of the next term
- If the number of applications received exceed the number of available places then the Enrolment Criteria for students seeking a place in Junior Infants section will apply.

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

- The Board of Management of Athleague 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-
  - an application for admission of a student to the school, or
  - 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 or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:
- A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

#### **18. Reviews/appeals**

- Review of decisions by the Board of Management or The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.
- The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Youth.
- 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.



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- 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 Youth,
- 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 Youth.

### **Review**

- This current edition of the policy has been introduced in November 2022 and Reviewed in October 2023. It was further reviewed in March 2026 due the sanctioning of a special class.
- This policy is due to be reviewed in March 2028 or earlier if the need arises.

### **Timeframe**

- Two years



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### **Ratification and Communication**

The Board of Management of Athleague NS ratified this plan on 9<sup>th</sup> March 2026. This plan is available to view at the school by the parents.

Signed: Anthony Flaherty

Signed: Avril Hickey

Chairperson

Principal

For and on behalf of Board of Management

Date: 9<sup>th</sup> March 2026

Date: 9<sup>th</sup> March 2026

**ATHLEAGUE N.S.**