

Admissions Policy



Glenamaddy Community School, Glenamaddy, Co. Galway F45 KF50

Roll Number: 91514U

School Patrons: Sisters of Mercy/CEIST

Galway and Roscommon Education and Training Board

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 25th August 2020. 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 Glenamaddy Community 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

Glenamaddy Community School dedicates itself to providing an holistic education where the potential and uniqueness of each student is fostered and celebrated. With our Educational Partners we strive to create a caring environment of mutual respect, where each individual is cherished and nurtured to a personal, intellectual and moral maturity. We find our inspiration in the Christian message of faith, hope and love.

As a co-educational, multi-denominational, post primary school, Glenamaddy Community School seeks to build on the characteristic spirit of our joint patrons, The Sisters of Mercy/CEIST and Galway and Roscommon Education and our pioneering schools, Coláiste Seosaimh and St Benin's Vocational School, to be an inclusive school and cater for all in our school community as set out in *Characteristic Spirit of Glenamaddy Community School* (Appendix 1).

The role and responsibilities of the Trustees are laid out in the Education Act, 1998 and are defined in the *Deeds of Trust and Model Lease for Community Schools*.

3. Admissions Statement

Glenamaddy Community School is inclusive in its enrolment and offers equal rights of access to all pupils, subject to its capacity to meet the educational needs of the applicant.

The Board of Management makes decisions in relation to applications for enrolment and admission. The Board will be guided by the principles of natural justice. It will act in the best interest of all students, having due regard both for the rights of the individual student and the rights of the community of students.

Glenamaddy Community 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

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.

4. Admission of Students with Special Needs

Glenamaddy Community School welcomes students with Special Educational Needs, subject to resources being available to meet the needs of the student. The school will liaise with the student, their parents/guardians, primary school and relevant support agencies to determine how if and how best it can meet the needs of the student.

It may require the following information to establish the needs of the student and to identify the support services necessary: Details of the special educational need, disability or medical condition if applicable, copies of Psychological Reports & Educational Reports if available, details of resources provided in Primary School or facilities/supports required.

5. Admission of Students

A. Admission of students from Primary School is dependent on the following:

1. Pupil must have completed a full course of primary education and must be aged twelve years on the 1st of January following the pupil's entry into 1st year.
2. Completion of School Enrolment Form providing all information requested.
3. In accordance with the Education (Welfare) Act 2000, Section 20, before registering a child as a student at the school, the parents/guardians of the child will be provided with a copy of the Code of Good Behaviour and will be requested, as a condition of admission to the school, to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child. Such acceptance of the Code of Behaviour will be requested at the beginning of each subsequent school year.
4. Places being available in the year group and class group.
5. Ability of the school and resources being available to cater for the needs of the student.

B. Transfer of students from other Post Primary Schools.

The Board of Management recognises a student's right to education and considers student transfers from other post primary schools where the following conditions are met:

1. Students meet the criteria outlined in Section 5A.
2. The applicant's presence is unlikely to adversely affect the education or health and safety of the pupils already enrolled in the school, has no previous history of misconduct, substance misuse or the distribution of such substances or has ever harassed/assaulted/bullied another pupil or staff member in their previous school(s).
3. The applicant has not previously in a serious manner hindered class teaching and learning thereby infringing the rights of others to proper educational provision.
4. The subjects available are suitable to the applicant and the applicant is willing to attend classes in all curriculum subjects provided for the class group they are joining.
5. There is sufficient space in the class (using the maximum class size guidelines).

All applicants for transfer from other Post Primary Schools must provide the Board of Management with the following:

- a. Details for the reason of transfer.
- b. Copies of all school reports and State Examinations Results
- c. A reference from the Principal/Deputy Principal of the transferring/previous school.

The Principal or Deputy Principal will meet with the applicant prior to admission. Contact with the Education Welfare Officer and/or relevant support agencies will be made where necessary. If the student has Special Educational Needs or has received Learning Support in his/her previous school, parents/guardians will be asked to submit details as in Section 3 above.

C. Admission of Students during the School Year

The Board of Management recognises a student's right to education and considers student transfers from other post primary schools during the school year where the following conditions are met:

1. Meet the criteria and provide the Board of Management with the information as outlined in Section 5A and 5B above.
2. The Board must be satisfied with the reason for the transfer, that it is in the best interest of the student and that the applicant's presence is unlikely to adversely affect the education of the pupils already enrolled in the school.
3. Applications will normally only be considered where families are relocating to the school catchment area. Applications for transfers into examination classes will be dissuaded, where alternative arrangements are possible, because of the possible negative impact on the examination results of the student and/or the exam class.
4. A place being available with appropriate subject choices in a suitable class.

6. Oversubscription

In the event that the school is oversubscribed, a waiting list will be compiled and if places becomes available, they will be offered in turn to applicants with siblings attending the school, applicants in primary schools within the catchment area and applicants living within the catchment area.

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 to the school (except in the case of a PLC, further education or training course run by 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 special needs)
- d. the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians
- e. a requirement that a student, or his or her parents/guardians, attend for interview, Open Night or other meeting as a condition of admission (other than to best determine the needs of a student or for a student seeking to transfer from another school)
- f. a student's connection to the school by virtue of a member of his or her family attending or having previously attend the school (other than in the case of the school including a selection criteria based on siblings of an applicant attending or having attended the school)
- g. the date and time on which an application for admission was received by the school (subject to the application being received at any time period specified in the Annual Admission Notice for the school)

8. Decisions on Applications

All decisions on applications for admission to Glenamaddy Community School will be based on the following:

- The Admissions Policy of the school
- The Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official Enrolment Form received during the period specified in our Annual Admission Notice (please refer to Section 5 in relation to procedures for admissions)

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 notified in writing as to the decision of the school, within twenty-one days of receipt of the completed application. If a student is not offered a place in our school, the reasons why 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 as set out in Section 18 below.

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Glenamaddy Community School, you must indicate –

- (i) whether 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 Glenamaddy Community 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 Good behaviour 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 Data with other Schools

Applicants should be aware that section 66(6) of the education (Admissions to School) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

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 Glenamaddy Community 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 Glenamaddy Community 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.

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.

15. Procedures for admission of students to other years and during the school year

Please refer to Section 5 - **Admissions of Students** above.

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

The Board of Glenamaddy Community 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.

Exceptions apply only in relation to admission to post leaving cert or further education courses run by post-primary schools

17. Arrangements regarding students not attending religious instruction.

Glenamaddy Community School is a multidenominational school which offers Religious Education as part of its curriculum in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior

Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the ‘multi-denominational’ aspect of our school’s ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between ‘*religious education*’ and ‘*religious instruction*’:

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Glenamaddy Community School follows the NCCA Syllabus for Religious Education and given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise..

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

Right of appeal

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

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

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

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

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

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

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

Appendix 1



Cumann
Chomhphátrúin
na Scoileanna
Pobail agus
Cuimsitheacha

Association of
Joint Patrons of
Community and
Comprehensive
Schools

Characteristic Spirit of Glenamaddy Community School

Under the joint patronage of The Sisters of Mercy/CEIST and Galway Roscommon ETB

Glenamaddy School Community school is a co-educational, multi-denominational post-primary school under the joint patronage of The Sisters of Mercy Western Province/CEIST and Galway Roscommon Educational Training Board. The functions, roles and responsibilities of a Patron in a Community School are set out in the Education Act, 1998 and in the Deed of Trust and Model Lease for Community Schools.

Glenamaddy Community School was established in 2002 following the amalgamation of Coláiste Seosaimh and St. Benin's Vocational School with the new building opening in 2009. The values of Galway Roscommon Educational Training Board as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of The Sisters of Mercy are enshrined in the characteristic spirit and in the life of our school. One of the responsibilities of society is to pass on to the next generation the founding intentions and the educational heritage that have successfully been bonded, nourished and sustained in that community.

Glenamaddy Community School dedicates itself to providing an holistic education where the potential and uniqueness of each student is fostered and celebrated. With our Educational Partners we strive to create a caring environment of mutual respect, where each individual is cherished and nourished to a personal, intellectual and moral maturity. We find our inspiration in the Christian message of faith hope and love.

Glenamaddy Community School provide a comprehensive system of post-primary education open to all the children of the local community, delivering of a wide-ranging curriculum which contributes to the spiritual, moral, mental, physical and social well-being of students within their community. It provides for life-long learning within their local community through the provision of adult education programmes.

The core values of Glenamaddy Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability, or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Glenamaddy Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture, or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We foster open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions, beliefs, or none. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Glenamaddy Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others, and our environment.

The concept of a characteristic spirit refers to the fundamental purpose of the Community School, its ultimate meaning and value system. It describes the core beliefs of the school community, its founding vision under the Deed of Trust and Model Lease for Community Schools and the basic spirit that will permeate the school. It encompasses collective attitudes, values, beliefs, traditions, aspirations, and goals. It is a focus that assists all in the school community on their educational journey. It keeps them together, motivates all, defines notions of success and prevents members of that school community getting distracted, in the day to day work of the school.

The motto of the school *Ar Aghaidh le Cheile* encapsulates the Characteristic Spirit, the touchstone by which the school lives.

Appendix 2

The Deeds of Trust and Model Lease for Community Schools is available on www.accs.ie