**Ballymoney National School Admissions Policy**

**Roll Number: 18246i**

**Patron: the Bishop of Cork, Cloyne and Ross**

1. **Introduction**

1.1 This Admissions Policy for Ballymoney National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admission to Schools) Act 2018, directives of the School’s Patron and following consultation with the School community.

1.2 In this Policy, any reference to parents is to be taken as including

reference to guardians, any reference to child is to be taken to

include a child who has been adopted or fostered, any reference to

siblings is to be taken as including reference to step siblings and

foster siblings.

1. **General Information**

2.1 While recognising the rights of parents to enrol their child in a

school of their choice, the Board of Management reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

2.2 In determining the level of admissions, the Board shall take

account of Department of Education & Skills (‘DES’)

regulations/circulars in relation to staffing, class size and pupil

teacher ratios; health and safety requirements, including, for

example, traffic restrictions; it shall also have regard to issues

such as physical space, multi-grade classes, the presence of pupils

with special educational and/or behavourial needs, the number of

pupils expected to leave the school, the size of classrooms/play

areas/school premises, the deployment of teachers and the

resources of the School.

1. **Notification of Intention to Apply Form**

3.1 Those intending to apply for enrolment of a student in the School

(the “**Intending Applicant**”) should contact the School and request a copy of the Notification of Intention to Apply Form. Submission of the Notification of Intention to Apply Form does not offer any priority whatsoever to the Intending Applicant nor does it in any way guarantee a place for him/her either for the term and year requested nor for any other term or year.

3.2 If the intention is to seek to enrol a child in less than 21 days, an

Application Form should be requested and there will have to be full compliance with this Policy in terms of the application.

3.3 Those who have returned a Notification of Intention to Apply Form

will be sent an Application Form in the proposed year of proposed

enrolment in the School.

**4. Applications for Admissions**

4.1 All applications for a place in the School shall be submitted to the

School Principal on the approved Application Form. An Ethos

statement and Code of Behaviour will be furnished to each Applicant with a copy of the Application Form at the appropriate time, in advance of the Admissions Application period.

4.2 The application must be submitted during the Admissions

Application period i.e. between 9.00 am on 1st February

and 3 pm on 1st March.

4.3 The School will not accept applications in advance of 9.00 am on

1st February or after 3 pm on 1st March.

4.4 The strict deadline for receipt of fully completed Applications form

is 3 pm on 1st March.

4.5 Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation

and submitted by the closing date will be considered by the Board.

In order for an application to be considered, all required accompanying documentation must be provided prior to the closing date.

4.6 An Application Form must be accompanied by

(i) A birth certificate for the student in respect to whom the application has been made (the “Applicant Student”)

(ii) Proof of address in the form of a utility bill in the Applicant’s

name (or in one of the Applicant’s names where there is more

than one Applicant), which must be dated no later than three

months prior to the closing date

(iii) Statement confirming that the Applicant Student is a member

of a minority religion, where applicable as outlined below

(iv) Evidence to support the statement that the Applicant Student

is a member of a minority religion, where applicable, as

outlined below.

4.7 It should be noted that submission of an Application Form does

not confer a right to admission nor does it guarantee a place in

the School.

4.8 Submitting inaccurate information on an Application Form or in

accompanying documentation will render the application void ab

initio. Where a place has been offered, this will result in the offer

of the place being withdrawn, the place being reallocated and the

Applicant Student being placed last on the waiting list.

4.9 Submission of the Application Form early in the Admissions

Application period is not a factor in the allocation of places in the

School. If an application is submitted prior to the Admissions

Application Period, the application will not be considered by the

Board.

4.10 Applicant Students, in respect of whom applications are made for

junior infants, must have attained their 4th birthday (or older if

applicable) no later than the first school day in the school year in

respect of which the application for enrolment is made.

1. **Consideration of the Applications**

5.1 The Board having considered the applications, will issue its

decisions in writing within 21 days of the closing date.

5.2 Waiting lists for Applicant Students, only apply for the school year

in respect of which the application for enrolment was made and do

not carry forward to subsequent years.

5.3 Applicants who have been offered a place must inform the School,

by completing and returning the admissions acceptance from

within 21calendar days of being offered a place. Failure to

do so within this timeframe will result in the place being forfeited

and being reallocated.

5.4 Any contact with and/or lobbying of school personnel and/or board

members regarding an application for admission will automatically

disqualify the applicant and a place will not be offered.

5.5 The foregoing conditions are subject to internal review from time

to time and may be changed pursuant to other factors including

DES/Patron requirements, changes in legislation etc.

1. **Priority**

6.1 Ballymoney National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (c) , as follows:

(a) **Priority Category 1**: An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction /education which is provided in the school and who lives within the boundary of Kinneigh Union of Parishes**.**

(b) **Priority Category 2:** An Applicant Student who lives within 20 kilometre radius of the School and who complies with the terms of this Policy.

(c) **Priority Category 3:** All other Applicant Students who comply with the terms of this Policy

In respect of Priority category 1 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

1. a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

**and**

(ii) evidence from the Applicant to support the statement that the

Applicant Student is a member of the minority religion.

This evidence will consist of:-

a letter from the relevant religious leader confirming, that the

Applicant Student is a member of the minority religion or

the signature and stamp of the relevant Church leader on the

application form confirming, that the Applicant Student is a

member of the minority religion or

a baptismal record issued by the relevant minority religion

which confirms that the Applicant Student has been baptised as

a member of the minority religion.

It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students, who have siblings currently enrolled in the School (“Sibling Applicant Students”). Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students using a lottery system. Where the number of Sibling Applicant Students in such priority category does not exceed the number places available, the remaining places in this category will be allocated using a lottery system.

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category.

1. **Refusal to Enrol**

7.1 The School reserves the right to refuse enrolment where an

Applicant does not comply with the terms of this Policy.

7.2 In exceptional circumstances, the School reserves the right to

refuse enrolment where:

i. The Applicant Student has special needs such that, even with

additional resources being made available from the DES/NCSE,

the School cannot meet such needs and/or provide the

Applicant Student with an appropriate education;

ii. The Applicant Student poses unacceptable risk(s) to other

pupils, staff and/or school property.

7.3 Applicants refused under any of the above criteria will be advised

of their right to appeal the Board’s decision as outlined below.

1. **Appeals Procedure**

8.1 Applicants who are unhappy with an enrolment decision may

appeal under Section 29 of the Education Act 1998 to the DES on

the official Section 29 Appeal Application Form which can be

downloaded from www.education.ie. This appeal must be

submitted to the DES within 42 days of receipt of the decision of

the Board to refuse enrolment.

1. **Ratification and Review**

9.1 This Policy was ratified by the Board on 6th December 2018 and

follows guidelines issued by the Patron in respect of admissions.

9.2 This Enrolment Policy will be regularly reviewed by the Board.