# Admission Policy of Tarmon National School

**Tarmon, Castlerea, Co Roscommon, F45K298**
**Roll number: 13757I**

**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 the _____ and has been updated to reflect Circular 0039/2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.*

The relevant dates and timelines for Tarmon 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.

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

Tarmon National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Elphin, Bishop Kevin Doran.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects and
(b) a living relationship with God and with other people and
(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
(d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Tarmon 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 and general objectives of the school**

Our mission is to:

- Encourage tolerance and respect within the school community.
- Develop the whole person socially, academically and spiritually.
- Expect that each individual will work to his/her maximum potential, accepting the varying abilities of each child.

Our school philosophy provides an overall framework for general and more specific whole school aims and objectives and is the foundation from which all aspects of our school community develop:

- To create high standards of learning experiences for all children, providing access to all areas of the Curriculum at his/her ability level.
- To create a lively and stimulating learning environment that is exciting today.
- To create a caring, secure environment so that all in school feel a sense of worth.
- To strive towards the integration of children in the Autism classes into mainstream education, having regard for levels of ability, available resources and suitability for such integration
- To develop a care for the environment.
- To create a partnership with parents.
- To develop a positive place for the school within the community.

## 3. Admission Statement

Tarmon 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

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.

Tarmon 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.

Tarmon NS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Tarmon 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.

## 4. Categories of Special Educational Needs catered for in the special classes

Tarmon National School with the approval of the Minister for Education and Skills, has established five classes to provide an education exclusively for students with Autism. Admission to these classes is subject to the applicant being known to the NCSE and having received a letter of eligibility from the NCSE confirming that the student meets the criteria for placement in an Autism class, in line with Circular 0039/2025

## 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.

Tarmon National School is a Catholic Primary 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.

The special classes attached to Tarmon National School provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

For applications to the Autism classes, professional reports must include:

- A diagnosis consistent with DSM-V / ICD-10 or ICD-11,
- Evidence of the severity and complexity of the student's needs, and
- A professional recommendation/rationale that a special class placement is the most appropriate educational setting.
  This information will be confirmed through the NCSE eligibility letter.

Students admitted to the Autism classes will continue to be enrolled unless a transfer to another setting is requested by parents/guardians or agreed with the NCSE and relevant professionals as being in the best interests of the student.

## 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:

1. **Siblings and Staff**
   - **Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address) and children of school staff.**

2. **Locality**
   - **Children residing in the locality and who are 5 Miles/8 Km or less in walking distance from the school, priority home address closest to the school. This will be measured by Google maps, using Eircode to Eircode walking distance.**

3. **Others**
   - **All other applicants, priority closest to the school.**

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:

- Priority given to eldest applicant

## 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 service (with the exception of our Early Intervention Autism Class)
(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; other than, in the case of siblings of a student attending or having attended the school and children of a parent who attended the school.
(g) the date and time on which an application for admission was received by the school.
(h) a student's behaviour, perceived ability to integrate, or potential future behaviour
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.

## 8. Decisions on applications

All decisions on applications for admission to Tarmon National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 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 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 Tarmon 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 Tarmon 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 Tarmon 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 Tarmon 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.

Late applicants will be placed at the end of the waiting list in order of the date of receipt of the applications.

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

Parents wishing to enrol their child in any class other than Junior Infants should contact the school Principal (contact details are on our school website) to discuss enrolment and to complete an application form for admission.
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:
Applications for admission will be considered with this Admissions Policy, the school's Admissions Notice and the Education Act 2018. Where the school is oversubscribed, the selection criteria in section 6 will apply. The school will not refuse admission on the grounds the needs of existing pupils, availability of resources or any criteria other than those set out in this policy.

Parents wishing to enrol their child in any class following the commencement of the school year in which admission is sought are advised to contact the school Principal (contact details are on our school website) to discuss enrolment and to complete an application form for admission.
In determining whether or not to allow enrolment into any class, after the commencement of the school year in which admission is sought will be considered with this Admissions Policy, the school's Admissions Notice and the Education Act 2018. Where the school is oversubscribed, the selection criteria in section 6 will apply. The school will not refuse admission on the grounds the needs of existing pupils, availability of resources or any criteria other than those set out in this policy.

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

The board of Tarmon 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

The following are the school's arrangements for students, where the parents have 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**

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 may appeal a decision of this school to refuse admission.

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

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

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

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

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

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

**19. Implementation and Review**

This policy has been updated to reflect Circular 0039/2025. It will be reviewed annually or sooner if required, to ensure continued compliance with Department of Education requirements.

**20. Policy Ratification**

This Policy was ratified by the Board of Management of Tarmon N.S. on 20.10.2020 and was reviewed on the 24th of September 2025.

**Signed:**

Maria Baggott

_____

**Chairperson, Board of Management**

_____

**Principal**