ST. OLIVER'S
PRIMARY SCHOOL

Admission Policy of St. Oliver's N.S.

School Address: Ballycasheen, Killarney

Roll number:19512I

School Patron; Bishop of Kerry, Ray Browne

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 22/10/26.

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 St. Oliver'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

St. Oliver's is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Kerry.

"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:

- the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- including the intellectual, physical, cultural, moral and spiritual aspects; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 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 St. Oliver's 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.

St. Oliver's National School is a co-educational, full stream, Catholic school in Killarney, Co. Kerry. Our school aims to be a happy place where effective teaching and learning takes place within a Catholic ethos. It is our aim to lead our pupils towards a sense of their own worth, a pride in our school and town and develop a sense of the love of God. Our school is bound to accept all children seeking to enrol in it, subject to pupil numbers, the availability of space in the school, and the ability of the school to meet the physical, emotional and educational needs of the pupil, and the provision by the parents/guardians of necessary documentation when required.

3. Admission Statement

St. Oliver's 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground' 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Oliver's 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.

St. Oliver's 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.

St. Oliver's 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Oliver's is a school which has established 9 special classes, with the approval of the Minister for Education, 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 school/special classes

St. Oliver's with the approval of the Minister for Education, has established 9 classes to provide an education exclusively for students with:

Autism/Autistic Spectrum Disorders (x 4),

Multiple Disabilities,

Mild General Learning Disability (x 2),

Specific Learning Disability,

Specific Speech and Language Disorder`

ASD Classes

St. Oliver's National School, Killarney has three classes designated for pupils with autism spectrum disorder. The maximum class size is 6 pupils per class.

Mild General Learning Disability Classes (x2)

St. Oliver's has two classes catering for children with mild general learning disabilities.

Multiple Disabilities Class

Multiple Disability is the term used by the National Council for Special Education when a pupil presents with two or more diagnosed Low Incidence Disabilities. The maximum allowed enrolment for each class is six.

Language Class

The Language Class in St. Oliver's School is a full-time class placement for a period of one or a maximum of two years, for children with Developmental Language Disorder (DLD) previously known as SLI (Specific Language Impairment)

There is a maximum of 7 children in the class.

Reading Class

This is a class for children with a specific learning difficulty. The pupil-teacher ratio is 9:1.

Criteria for Enrolment in a special class

Children and young people are eligible for enrolment in a special class 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, psychiatrist, multidisciplinary report*) AND
- A demonstration of the understanding of complexity of the child's overall level 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.

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) St. Oliver's is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

d) The special classes attached to St. Oliver's provides an education exclusively for students with ASD, MGLD, MD, SLD, SLI and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class.

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. Children whose siblings are/were attending St. Oliver's Primary School.
2. Children from families living in the Parish of Killarney and whose parents are past pupils of this school.
3. Children from families living in the Parish of Killarney.
4. Children of staff members.
5. Children outside the Parish of Killarney.

Oversubscription to the ASD Special Classes

In the event that the special class 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 for our special classes.

1. Children already enrolled in the school who meet the criteria for admission to a special class and have a letter of confirmation from the NCSE. (the eldest child will have priority in this ranking).
2. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Killarney (the eldest child will have priority in this ranking)
3. Children of staff (the eldest child will have priority in this ranking)
4. Children residing outside the parish (the eldest child will also have priority)

Priority will be given to the oldest children within each category. This means that children in each category are placed in order of age; places are then allocated from each category, in above priority, in order of age, oldest children first.

Applicants who reach the age of four years in June, July or August immediately preceding the year of anticipated entry will not be offered a place while there are any older children, including late applicants, on the waiting list.

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: this will be decided by a draw conducted by a person independent of the Board.

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; (other than, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school.

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

(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 (up until 31st January 2026 only).

8. Decisions on applications

All decisions on applications for admission to [school name] 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 St. Oliver's N.S., 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 St. Oliver's 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 board 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 St. Oliver's 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 St. Oliver's 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.
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:

In the event of there being more applications to the school year concerned, than places available, a waiting list of students whose application to St. Oliver's, 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 St. Oliver's is in the order of priority assigned to the student's applications after the school has applied the selection criteria in accordance with this admission policy.

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:

Pupils who look to enrol after the commencement of the school year will be accommodated if the capacity is there in the respective classes.

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

The board of St. Olivers' NS 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

Our school is of a Catholic ethos and in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their children from the Religious Education curriculum, religious ceremonies, sacraments, school masses etc.

The school will make arrangements for students, where the parents/guardians have requested that the student attend the school, without attending religious instruction (etc.) in the school.

These arrangements will not result in a reduction of the school day for these students.

A written request must be submitted to the Principal of the school. A meeting will then be arranged to discuss how this request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent /guardian 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.

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.

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.

This policy was ratified by the Board of Management of St. Oliver's NS on 22/10/26

Signed _____

Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.