



## **Newport Convent Primary**

### **Admissions Policy**

#### **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 30<sup>th</sup> November 2022. 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 the Convent Primary 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**

Convent of Mercy School, Newport is a catholic school primary school which caters for boys and girls until 1<sup>st</sup> class and for girls only after 1<sup>st</sup> class. It is under the patronage of the Archbishop of Cashel & Emly.

“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 pupil, including the physical, the intellectual, 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 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 Newport Convent Primary school, Newport shall uphold and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **Mission Statement:**

This is a Catholic Primary school under the trusteeship of the Mercy Sisters. Under the management of the School Board, we work in collaboration with parents and the local community.

We commit ourselves to promoting the well-being of all the pupils in our care by developing the spiritual, emotional physical, intellectual and creative potential of each individual.

We strive towards developing excellence in our communication, literacy, numeracy and relevant life skills.

We are concerned with developing a broad vision of the wider world and fostering love and care for our environment.

### **Rationale and Aims**

This policy aims to ensure that the appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available.
- To put in place a framework which will ensure effective and productive relations between children, parents, carers and teachers where a child is admitted to the school.
- To ensure the school is compliant with its legal obligations as specified in the Education Act 1998, and the Education (Admission to Schools) Act, 2018, the Education Welfare Act 2000 and the Equal Status Act 2000.

### **3. Admission Statement**

The Convent primary school in Newport is catering for children typically aged 4-12. Our school community is committed to ensuring equality for all children regarding access to and participation in the school. We respect the diversity of traditions, values, beliefs, languages and ways of life in our community and acknowledge the right of parents/carers to send their children to a school of their choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant.

Convent Primary School, Newport 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,  
(Convent Primary School is a boys/ girls school until first class, from 2<sup>nd</sup> to 6<sup>th</sup> class it caters for girls only. It does not discriminate where it refuses to admit a boy/girl applying for admission to this school.)
- (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,  
(Convent Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.)
- (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.

- Convent of Mercy NS 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.
- Convent of Mercy NS 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.

#### **4. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed,
- 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,  
or
- c) Convent Primary School, Newport provides education exclusively for girls after 1<sup>st</sup> class and may refuse to admit as a student a person who is not of the gender provided for by this school.

#### **5. 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:

- Brothers and sisters of children already enrolled including step siblings resident at the same address.
- All children who live within the school catchment area.
- Date of birth on enrolment with priority given to older children.
- Available classroom space and the possible Health & Safety implications for staff and children.
- Department of Education & Science class size directives.
- Time of school year.

In the event of being unable to enroll a child in any year, the child's name will be placed on a waiting list.

In the event that two or more student tied for a place or places in any of the selection criteria categories above , the following arrangements will apply:

- Priority will be given to the older child.

## **6. 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 student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions to the school;
- a student's academic ability, skills or aptitude; other than in relation to: admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school
- 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 31<sup>st</sup> January 2025 only).

## **7. Decisions on applications**

All decisions on applications for admission to Convent of Mercy NS, Newport 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

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.

## **8. 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.

### **9. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from the Convent Primary School, Newport 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 are 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.

### **10. 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 the Convent Primary school, Newport 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 above.

### **11. 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 a nother Board of Management with a list of the stduents 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 was made by the school
- III. the date on which an offer of admission was accepted by the 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).

### **12. 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 Convent Primary school, Newport 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 Convent Primary School, Newport 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.

### **13. 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 a 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 above.

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

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools will be enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy. Parents of pupils transferring from other schools are required to complete a student transfer form in conjunction with an enrolment form.

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

The board of the Convent Primary School, Newport 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.



## **16. Arrangements regarding students not attending religious instruction**

While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where request is made in writing, will be excused from participation in formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

## **17. 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.

## **18. 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. This appeal must be issued within three weeks on receipt of refusal.

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.

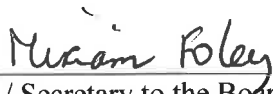


Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Amended and updated on 9<sup>th</sup> October 2024.

Signed :   
Chairperson of the Board of Management

Signed:   
Principal / Secretary to the Board of  
Management

**Convent Primary School,  
Newport**  
**ANNUAL ADMISSION NOTICE**  
**in respect of admissions to the 2025/2026 school year**

**Admission Policy and Application Form**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the Convent Primary School, Newport is available as follows: by ringing the school or  
To download at: [www.newportconventprimary.com](http://www.newportconventprimary.com)  
On request: By emailing [newportconvent.ias@eircom.net](mailto:newportconvent.ias@eircom.net) or on request from the local pre schools

**PART 1 - Admissions to the 2025/2026 school year**

**Application and Decision Dates for admission to [insert school year concerned]**  
The following are the dates applicable for admission to Junior Infants

The school will commence accepting applications for admission on	<b>6<sup>th</sup> January 2025</b>
The school shall cease accepting applications for admission on	<b>31<sup>st</sup> January 2025</b>
The date by which applicants will be notified of the decision on their application is	<b>15<sup>th</sup> February 2025</b>
The period within which applicants must confirm acceptance of an offer of admission is	<b>2 weeks to reply</b>

**Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.**

**Number of places being made available in 2025/2026**

The number of places being made available in junior infants	<b>60</b>
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This Admissions Policy was ratified by the Board of Management on 09/10/2024

Signed: *Patrick Horle*  
Chairperson of Board of Management

Signed: *Marian Foley*  
Principal/Secretary to the Board of Management

Date: 09/10/2024

Date: 09/10/2024