

# *Shountrade National School*

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*Roll No. 17068F*  
*Principal: Mr Alan Kilcoyne*  
*Dep. Principal: Mr Pat*  
*O'Connell.*

# **Admission Policy**

# Admission Policy of: *Shountrade National School*

Adare, Co. Limerick.

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Roll No. 17068F

email: [shountradens@gmail.com](mailto:shountradens@gmail.com)

Website: [www.shountrade.ie](http://www.shountrade.ie)

School Patron: The Bishop of Limerick



## 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 15<sup>th</sup> September 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 Shountrade N.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

Shountrade N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

“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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Shountrade N.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.

### **Ethos**

### **Mission Statement**

Shountrade National School is a co-educational, Catholic, primary school which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, physical, spiritual, moral and cultural needs of the pupils are identified and catered for.

While ours is a school with a Catholic ethos, we also give due recognition to all other religions.

Our school will endeavour to enhance the self-esteem of everyone in the school community, to instil in pupils respect for people and property and to encourage in them the idea of being responsible.

We will strive to promote, both individually and collectively the professional and personal development of teachers.

Parents are encouraged to become involved in school activities through home/school contacts and through involvement with the Parents Association.

Gender equity will be promoted at all times amongst the teachers and pupils.

Our School Motto is Fás agus Foghlaim.

### **MISSION STATEMENT**

### **FÁS AGUS FOGHLAIM.**

## **3. Admission Statement**

Shountrade N.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, '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.

Shountrade National School is a school which has established a class 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.

Shountrade N.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.

Shountrade N.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.

Shountrade N.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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

#### 4. Categories of Special Educational Needs catered for in the school/special class

Shountrade National School with the approval of the Minister for Education, has established a class to provide an education exclusively for students with ASD (Autistic Spectrum Disorder) class at Shountrade National School.

**Eligibility criteria** for enrolment in a special class for autism In accordance with the Department's Circular Letter 02/05, Circular 0039/2025 and NCSE Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools (2024), children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary 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 for Autism.

## 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

Shountrade N.S. is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Shountrade National School provides an education exclusively for students with Autism Spectrum Disorder 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 ASD 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:

### **SELECTION CRITERIA – Mainstream**

Places will be allocated in the mainstream classes in accordance with the following criteria and in the following order:

- 1. Children whose siblings have or are presently attending Shountrade N.S.**
- 2. Children who reside in the parish.**
- 3. Children of staff members of Shountrade N.S.**
- 4. Children whose parents attended Shountrade N.S.**
- 5. Children living in neighbouring parishes, parts of which historically have formed the natural catchment area of the school.**
- 6. Junior infants may be admitted to the school up to the last day of September of the new school year.**

### **SELECTION CRITERIA – ASD Class**

Places will be allocated in the ASD class are in accordance with the following criteria and in the following order:

1. **Pupils currently enrolled in our mainstream school for whom a special class placement has been recommended and are known to the NCSE.**
2. **Children from the parish of Adare and surrounding catchment area who have or had siblings in the school.**
3. **Children who reside in the parish.**
4. **Children of staff members.**
5. **Children of past pupils of the school.**
6. **Children from outside of the immediate catchment area with available places allotted to those residing nearest to the school.**
7. **If spaces are still available, places will be allocated randomly, once an assessment has been made, by the admissions team.**
8. **The child must be aged between 4 -12 years of age. All children must be four years old on or before August 31<sup>st</sup> on the year of enrolment.**

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 to eldest in accordance with the above criteria for both mainstream classes and ASD class.**

### **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 those listed in criteria for admission)
- (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.

## 8. Decisions on applications

All decisions on applications for admission to Shountrade N.S. 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 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 - Letter of Offer

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.

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

In accepting an offer of admission from Shountrade 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 Shountrade N.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 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 Shountrade N.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 Shountrade N.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.

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.

### **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:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

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:

*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 Shountrade N.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 Shountrade N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with*

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

The Board of Shountrade N.S. 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. Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of (name of 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 fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 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 child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parents/guardians 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.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parents/guardians 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.

The policy was ratified by the Board of Management of Shountrade N.S. on

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.



# Enrolment Application Form

Pupil's Details				
Pupil's Name		DOB	Attach COPY Birth Cert <input type="checkbox"/>	
PPSN	Gender	<input type="checkbox"/> M <input type="checkbox"/> F		
Address (at which the applicant resides)				
			Eircode	
Name and class of Sibling(s) <b>currently enrolled</b>	Name		Class	
	Name		Class	
	Name		Class	
Younger siblings <b>not yet in school</b>			DOB	
			DOB	
Parish in which the applicant resides				
Parent(s)/Guardian(s) Details				
Name		<input type="checkbox"/> Parent <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian		
Address				
			Eircode	
Home Tel.	Mobile	Email		
Parent(s)/Guardian(s) Details				
Name		<input type="checkbox"/> Parent <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian		
Address				
			Eircode	
Home Tel.	Mobile	Email		
Signature 1		Signature 2		
Date		Date		
Does your child have any medical problems, known allergies, dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify				
Does your child have any physical or emotional difficulties which might affect his/her ability to learn and/or interact with staff and students? Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify				

If your child suffers from any problem which would militate against his/her education (poor hearing/sight/speech) please state: \_\_\_\_\_

Completed enrolment applications must be returned to Shountrade National School no later than March 20th

# Shountrade National School



## CONSENT FORM

- 1 If you are happy to have your child's school work and photograph/digital image taken as part of school activities and included/displayed in all such records both digital and hard copy **please tick** ☐

**Note: Parents/Guardians have the right to withdraw consent. If you choose to do so, please inform Principal in writing**

### Consent

- 2 If you are happy for your child to have supervised access to the internet **please tick** ☐
- 3 If you give permission for your child to go on school tours, matches, and events by bus **please tick** ☐
- 4 If you wish your child to take part in the **Stay Safe & RSE Programme** **please tick** ☐
- 5 If you wish your child to take part in the **Grow in Love** (Religion) **please tick** ☐
- 6 If you wish your child to receive First Penance and First Holy Communion **please tick** ☐
- 7 If you wish your child to make Confirmation **please tick** ☐
- 8 In the event of an emergency, should we fail to contact you, do you give permission to the school to deal with the situation? **please tick** ☐
- 9 If your child is on the Continuum of Support and you consent to group or individual withdrawal for support **please tick** ☐
10. If you are happy for your child to be tested by the school Special Education team, when and if needed, so as to allow us to further support your child. **please tick** ☐

Signed (Parent/Guardian)

Date

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# Enrolment Application Form

## ASD Class

Pupil's Details				
Pupil's Name		DOB	Attach COPY Birth Cert <input type="checkbox"/>	
PPSN:	Gender	<input type="checkbox"/> M <input type="checkbox"/> F		
Address (at which the applicant resides)				
			Eircode	
Name and class of Sibling(s) <b>currently enrolled</b>	Name:		Class	
	Name:		Class	
	Name:		Class	
Younger siblings <b>not yet in school</b>			DOB	
			DOB	
Parish in which the applicant resides				
Parent(s)/Guardian(s) Details				
Name		<input type="checkbox"/> Parent <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian		
Address			Eircode	
Home Tel.	Mobile	Email		
Signature 1		Signature 2		
Date		Date		
Parent(s)/Guardian(s) Details				
Name		<input type="checkbox"/> Parent <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian		
Address			Eircode	
Home Tel.	Mobile	Email		
Signature 1		Signature 2		
Date		Date		
Does your child have any medical problems, known allergies, dietary requirements? Y/N Please specify				
Does your child have any physical or emotional difficulties which might affect his/her ability to learn and /or interact with staff and students? Y/N Please specify				

If your child suffers from any problem which would militate against his/her education (poor hearing/sight/speech) please state: \_\_\_\_\_

\_\_\_\_\_

Completed enrolment applications must be returned to Shountrade National School no later than March 20th



**Shountrade National School**

**Primary Online Database Information (POD) Form**

***Please complete the following (all fields must be completed) in BLOCK CAPITALS:***

\* Denotes a compulsory field

Today's Date: \_\_\_\_\_

Child's Surname *	
Child's Forename *	
Gender *	_____
Birth Cert Forename (if different to above)	
Birth Cert Surname (if different to above)	
Date of Birth *	
PPSN *	
Mother's Maiden Name (Surname only)	
Address *	_____ _____
County *	Choose an item.
Nationality *	
Is one of the child's mother tongues (language spoken at home) Irish or English	_____
Child's Ethnic or Cultural Background	_____
Child's Religion	_____

***I consent for this information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.***

Signed: \_\_\_\_\_

Parent/Guardian

Date: \_\_\_\_\_

Please complete this form and return to the school ***no later than*** \_\_\_\_\_.

For further information on POD please go to the Department of Education and Skills' website [www.education.ie](http://www.education.ie)