

Admission Policy of Letterfrack NS

School Address: Letterfrack, Co. Galway

Roll number: 13621G

School Patron/s: Archbishop Michael Neary

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 25/09/2020. 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 Letterfrack NS 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.

The School is a co-educational Catholic school where the full range of classes are taught, from Junior Infants to Sixth class. It is an inclusive school and caters for children of all abilities. The School has four mainstream classroom teachers with two class levels per classroom and one Special Education Teacher.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998)

2. Characteristic spirit and general objectives of the school

Letterfrack NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Tuam.

“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 [Insert the name of the 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.

The mission of the School is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all our pupils to develop to their full potential as persons, spiritually, socially, morally, physically and academically. We are committed to providing a learning environment which is free from discrimination, threats, bullying and/or harassment for all our staff and pupils. In a caring and respectful way, we will affirm each person’s self-worth and dignity and provide a student-centred education that nurtures the strengths, talents and potential of all.

3. Admission Statement

Letterfrack NS 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.

Letterfrack NS 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 Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

4. 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

Letterfrack NS 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.

5. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

The factors used shall include:

- (a) Siblings of present & past pupils of the school.**
- (b) The school catchment area** of Letterfrack, Moyard and Kylemore.
- (c) All other Applicants.**

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:

If the maximum number of admissions is reached in any one of the categories outlined above, a selection process will apply whereby places will be offered to complete applications beginning with the oldest eligible applicant in that category and proceeding in descending order of age from the oldest to the youngest until all remaining available places have been filled.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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;
- (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 2025 only).

7. Decisions on applications

All decisions on applications for admission to Letterfrack NS 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.

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 (see [section 18](#) below for further details).

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

In accepting an offer of admission from Letterfrack NS, 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.

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 Letterfrack NS 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.

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 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).

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 Letterfrack NS 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 Letterfrack NS 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.

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

Any parent wishing to enrol a child in a class **other** than Junior Infants must:

- Complete an Enrolment Form and submit to the Principal.
- Provide the school with the child's most recent school report.
- Provide the school with any relevant reports relating to the child.e.g Speech and Language , Educational Psychological Report , Student Support File .

The following criteria will apply when an application for enrolment is under consideration:

- That the school has adequate resources needed to accommodate the pupil
- That the teaching and learning in the class in question is not adversely affected taking all relevant circumstances into account, e.g. needs of existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural care needs, space in the classroom, health and safety considerations.

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

The board of Letterfrack 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.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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.

17. Reviews/appeals

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.

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 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.

B. Derrin
12-11-20.

Letterfrack NS

Acceptable Use Policy

The aim of this Acceptable Use Policy for Letterfrack National School is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher/member of school personnel
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. (Blocking systems employed by NCTE)
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CDs, DVDs, or other digital storage media in school requires a teacher's permission before being used in class situation.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- All school staff will adhere to this policy. Staff will not use the internet for personal business during the school day.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be taught in class that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students will use approved class email accounts only under supervision.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.

School Website

- Pupils will be given an opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by their class teacher.
- The school endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web. Individual photos of pupils will not be used on the school website.
- Pupils will continue to own the copyright on any work published.

SeeSaw

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. Students “show what they know” and upload their work using photos, videos, drawings, text, PDFs and nothing can be shared without the class teacher's approval. It can be used on a computer (PC) or tablet. The family access allows parents to see only their child's work and is an effective home-school link. It also enables teachers to set tasks or assignments and include instructions or templates for students to use at school and home. Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent.

Personal Devices

Pupils require specific permission to bring electronic devices to school. Devices not authorised will be confiscated and returned when collected by parent/guardian.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform.
- In the case of Seesaw and any other relevant platform,

parents/guardians will be expected to monitor any uploaded content.

- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- Parents/Guardians must also agree to monitor and supervise their child's participation in any such communications conducted on the Online Platforms.
- Parents/Guardians must agree to ensure their child's behaviour adheres to the Letterfrack NS Anti-Bullying Policy, Code of Behaviour, Acceptable Use of Technology and other relevant policies.
- Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.
- Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
- Parents/Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
- Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.
- Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request they are deleted

Support Structures and Education

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. The Parent's Association will organise Internet Safety talks for Senior class pupils and all parents on a regular basis.

Resources –

- NCTE internet safety awareness video
- www.webwise.ie

Sanctions

Misuse of the internet may result in disciplinary action, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed : B. McDermott Chairperson BOM