



## **Admission Policy of St. Caimin's Community School**

**School Address: Tullyvarraga, Shannon, Co. Clare**

**Roll number: 914471**

**School Patron/s: Limerick and Clare Educational Training Board (LCETB) and the Catholic Bishop for the Diocese of Killaloe**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on the 06/09/2020. 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 St. Caimin's Community School 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. Patronage**

St. Caimin's Community School is under the patronage of the Bishop of Killaloe and Limerick & Clare Education and Training Board (LCETB).

### **3. History of the School**

St. Caimin's Community school is located on seven hectares of ground in Tullyvarraga, Shannon. It opened in 1985 and was rebuilt in 2002 as part of a public private partnership initiative involving the Department of Education and Skills. St. Caimin's is a multi-denominational school with a strong community ethos. Its catchment area comprises of the

Parishes of Shannon, Newmarket on Fergus, Sixmilebridge and Cratloe. Our feeder Primary schools are St Conaire's, St Aidan's, St Tola's, St Senan's, Gael Scoil Donnchadha Rua, St John's, Newmarket On Fergus, Sixmilebridge, Kilmurry, Kilkishen, Clonmoney, Cratloe, Ballycar and Stonehall. Our students are drawn from a variety of backgrounds and cultures to give the school its own characteristic spirit.

A Board of Management (BOM), which is representative of all the school partners governs the school. This board meets regularly and is elected for a three-year term. The BOM is comprised of six nominees of the Trustees, two parent nominees, two teacher nominees and its secretary who is the Principal. The day-to-day management of the school is carried out by the Principal and the Deputy Principals.

#### **4. Characteristic spirit and general objectives of the school**

St. Caimin's Community School is a co-educational multi-denominational post-primary school under the joint patronage of the Bishop of Killaloe and Limerick & Clare Education and Training Board (LCETB).

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in September 1985. The values of LCETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Bishop of Killaloe and are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of St. Caimin's Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school, St. Caimin's Community School, provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

St. Caimin's Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society. Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within

the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student. In St. Caimin's Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

## 5. Programmes and Curriculum

St. Caimin's Community Schooler offers a broad and varied curricular opportunities and programmes.

- At Junior Cycle students will study the following:
  - Core Subjects - Irish, English, Maths, History, Geography, French/German, Science, C.S.P.E., S.P.H.E., ICT, Religious Education and Physical Education.
  - Options (x2): Business, Home Economics, Visual Art, Music, Metalwork, Woodwork, Technical Graphics.
  
- At Senior Cycle students will study the following:
  - Core subjects - Irish, English, Maths, Modern Foreign Language, Religious Education, Social, Personal & Health Education, Physical Education, Enterprise Education, Career Education
  - Options (X3): History, Geography, Biology, Physics, Chemistry, Art, Applied Maths, Design and Communication Graphics, Applied Maths, Business, Accounting, Construction Studies, Engineering, Home Economics (Social & Scientific), Music
  - All students who meet the criteria and do not take Applied Maths complete the Leaving Certificate Vocational Programme (LCVP).
  
- Students can opt to complete the Transition Year programme prior to the commencement of the Senior Cycle programmes. The Transition Year programme includes: English, Career Education, Drama, Work Experience, Media Studies, Art, Craft & Design, Gaeilge, Technology, Mathematics, Business Studies, Modern Foreign Language, Mini Company, Physical Education, Science, Outdoor Pursuits, Forensic Science, Global Business Challenges, Exchanges, Leisure Studies, Coaching Courses, School Bank, Toastmasters, Computer Studies, Self-Defence, Religious Education, European Studies, Life Skills, ECDL, 1st Aid.
  
- Depending on the resources available within the school students may also have the option of taking the Leaving Certificate Applied (LCA) programme. The following form the LCA programme in St. Caimin's Community School.
  - Subjects: English & Communications, Mathematical Applications, Communicative Spanish/Irish, Social Education, Construction studies (specialism), Hotel, Catering & Tourism (specialism), Religious Education (elective), Leisure & Recreation, Vocational Preparation & Guidance, Arts Education (Music), Personal Reflection Task, ICT and Social Education.

## **6. Admission Statement**

St. Caimin's Community School will not discriminate in its admission of a student to the school on any of the following:

- (a) The gender ground of the student or the applicant in respect of the student concerned,
- (b) The civil status ground of the student or the applicant in respect of the student concerned,
- (c) The family status ground of the student or the applicant in respect of the student concerned,
- (d) The sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) The religion ground of the student or the applicant in respect of the student concerned,
- (f) The disability ground of the student or the applicant in respect of the student concerned,
- (g) The ground of race of the student or the applicant in respect of the student concerned,
- (h) The Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) The ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

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

St. Caimin's Community School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorder (ASD).

## **8. Admission of Students**

This school shall admit each student seeking admission except where –

- a) The school is oversubscribed (please see section 9 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) ASD classes in St. Caimin's Community School provide an education exclusively for students with Autism Spectrum Disorder(ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. Given the acute shortage of spaces for students with ASD in the Shannon region priority will be given to students based on the following:
  - a current diagnosis and recommendation for the ASD class
  - that the school is able to meet the needs of the student
  - that the student is subject to the school's Code of Behaviour
  - the child is recommended for enrolment based on consultation of the National Council for Special Education (NCSE)
  - Applications are also considered against the published criteria in this Admissions Policy.

## 9. 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:

### Admission of students from Primary School

- (a) Brothers and Sisters of present pupils
- (b) Brothers and Sisters of past pupils who completed their second level education in St. Caimin's Community School
- (c) Children of members of staff employed in the school.
- (d) Applicants who live in the catchment area and are first in the family\* and are children of past pupils\*\* who completed their second level education in St. Caimin's Community School. The school's catchment area extends from Dromoland to Kilkishen to Cratloe.
- (e) Applicants who live in the catchment area and are first in the family\*
- (f) All other applicants who live in the catchment area.
- (g) Applicants who attend a primary school in the catchment area, but who live outside the catchment area.
- (h) All other applicants.

### The following criteria will apply in allocating places to the ASD class(es):

The following criteria will apply in allocating places to the ASD class(es):

- (a) Existing student in mainstream
- (b) Brothers and sisters of present pupils
- (c) Applicants who attend an ASD class in one of our feeder schools
- (d) Children of members of staff employed in the school.
- (e) Brothers and sisters of past pupils who completed their second level education in St. Caimin's Community School
- (f) Applicants who live in the catchment area
- (g) All other applicants who live in the catchment area.
- (h) Applicants who attend a primary school in the catchment area, but who live outside the catchment area.
- (i) All other applicants.

\*NOTE: 'First in Family':

- In the event of the first child being enrolled in a special school, e.g. St. Anne's, St. Gabriel's, St. Clare's', then the second child shall be deemed, for the purposes of this policy, to be the first in family
- In the event of the first child in a family having been refused a place, then the second child shall be deemed, for the purposes of this policy, to be the first in family. If, however, the first child was subsequently offered a place and did not accept it then this does not apply
- In the event of the first child having been enrolled in another post-primary school because his/her parents were non-residents of the catchment area at the time, then the second child shall be deemed, for the purposes of this policy, to be the first in family.

**\*\*NOTE:**

In relation to parents having attended the school, St. Caimin's Community School will only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

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:

The Principal and Deputy Principal will carry out the random selection process. Two independent monitors agreed by the Board of Management will supervise this process. Where the number of applicants, satisfying the criteria in category 9a, 9b, 9c, 9d, 9e, or 9f, exceeds the number of places available random selection will apply. In the random selection process, the first name drawn becomes the first name on the reserve list, the second name drawn becomes the second name on the reserve list and so on. The first name on the reserve list will be offered a place immediately a vacancy occurs.

### **10. 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 criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents having attended, 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.

### **11. Decisions on applications**

All decisions on applications for admission to St. Caimin's Community School 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 17 below in relation to applications received outside of the admissions period and section 18 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.

## **12. 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 21 below for further details).

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

In accepting an offer of admission from St. Caimin's Community School you must indicate

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **14. 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. Caimin's Community School where –

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 13 above.

## **15. 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.

## **16. 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. Caimin's Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought. Placement on the waiting list of St. Caimin's Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in

accordance with this admission policy. 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.

### **17. 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.

### **18. 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:

1. Completion of the school enrolment form. Application forms must be accompanied by:
  - a. Recent passport size photographs of applicant
  - b. Original birth certificate
  - c. Recent utilities bill as proof of residence
2. Completion of the school's Code of Behaviour and the Internet Acceptable Usage Policy for Staff and Student

If the school is in a position to offer a space to a student taking into consideration capacity and subject option availability, the applicant in this category will be considered in accordance with the criteria of this admissions policy and an offer may be made.

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:

1. Completion of the school enrolment form. Application forms must be accompanied by:
  - a. Recent passport size photographs of applicant
  - b. Original birth certificate
  - c. Recent utilities bill as proof of residence
2. Completion of the school's Code of Behaviour and the Internet Acceptable Usage Policy for Staff and Student

If the school is in a position to offer a space to a student taking into consideration capacity and subject option availability, the applicant in this category will be considered in accordance with the criteria of this admissions policy and an offer may be made.

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

The board of St. Caimin's Community 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.



## 20. Arrangements regarding students not attending religious instruction

St. Caimin's Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- Religious instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

## 21. 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.


### Monitoring and Review

We are committed to monitoring and evaluating the effectiveness of our Assessment Policy and Procedures. This is conducted through student reflections and evaluations, feedback via the student council, staff review and parental feedback. This policy will be reviewed every year, unless a need arises at an earlier time.

### Ratification

This Policy was adopted by the Board of Management on 26<sup>th</sup> May 2021

The policy will come into effect from.

SIGNED  (Chairperson of Board of Management)

SIGNED  (Principal)

Once ratified this policy will be shared on the school website and Staff Teams.