

## **Admission Policy of Crehana N.S.**

**School Address: Carrick Beg, Co. Waterford E32HP60**

**Roll number: 11969N**

**School Patron: Most Rev. Bishop Alphonsus Cullinan DD,  
Diocese of Waterford and Lismore.**

### **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 \_\_\_\_\_ 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 Crehana'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 forms for admission are 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**

Crehana N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore.

"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

Crehana N.S. , Carrick Beg 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.

Crehana N.S., Carrick Beg 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.

#### **All denominational schools**

Crehana 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 Roman Catholic 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**

Crehana N.S., with the approval of the Minister for Education and Skills and the N.C.S.E., has established a class to provide an education exclusively for pupils with autism class.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

#### **All denominational schools**

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

*Note for Parents/Guardians: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## 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:

### A. Mainstream Class

#### Selection criteria

1. Children of current staff members.
2. Children who are siblings (including step-siblings) of current school pupils or past pupils of the school.
3. Children whose permanent residence is within parish boundaries. Verification of same may be sought by the Board of Management.
4. Children of past pupils (to a maximum of 25% of intake).
5. Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc.
6. Other children

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 will be given to older children in the event of two or more students being tied for a place in any category. Should two students be tied for a place and share a birthday, time of birth may have to be considered.

### B. Special Class for autistic learners who are eligible for admission

#### Selection criteria

1. Children of current staff members.
2. Children already enrolled in Crehana N.S., Carrickbeg
3. Children who are siblings (including step-siblings) of current school pupils or past pupils of the school.
4. Children whose permanent residence is within parish boundaries of the Parish of Carrickbeg, rated by proximity to the school on Google Maps. (Verification of same may be sought by the Board of Management.):
5. Children of past pupils (to a maximum of 25% of intake).
6. Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc.
7. Other children (priority given to older children due to oversubscription)

## 8. Decisions on applications

All decisions on applications for admission to Crehana 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

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from Crehana 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 Crehana 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

## 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 year/classes 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:

If there is a place in a particular class, as decided at the Board's discretion, the following criteria will apply.

1. Children of current staff members.
2. Children who are siblings (including step-siblings) of current school pupils or past pupils of the school.
3. Children whose permanent residence is within parish boundaries. Verification of same may be sought by the Board of Management.
4. Children of past pupils (to a maximum of 25% of intake).
5. Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc.
6. Other children

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:

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), a lottery system shall apply.

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

This rule applies to all schools.

The board of Crehana 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.

### 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.

This admissions policy was ratified by the Board of Management of Crehana N.S. at a meeting on

Chairperson John Fortune i.c.  
Fr. John Fortune

Date 12/3/2026