



**Admission Policy of Scoil Náisiúnta Cúil an tSúdaire 2
(also known as Sandylane National School)**

**School Address: Sandylane, Portarlinton, Co. Laois R32 Y195
Roll number: 18203N**

School Patron: Bishop Patricia Storey

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 May 5th 2020 and revised on December 2023. 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 Sandylane'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.

All Applicants (e.g. parents/guardians) must ensure the following is provided with or is included in the application form in order for the application to be complete

- (i) A birth certificate for the student in respect to whom the application has been made
(the "**Applicant Student**")
- (ii) Proof of address in the form of a utility bill in the Applicant's name (or in one of the Applicant's names where there is more than one Applicant), which must be dated no later than three months prior to the closing date.

2. Characteristic spirit and general objectives of the school

SandyLane is a four-teacher co-educational primary school with a Church of Ireland ethos under the patronage of Bishop Patricia Storey, Diocese of Meath & Kildare. “Church of Ireland/Anglican” ethos in the context of a Church of Ireland primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, the Church of Ireland School encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of SandyLane National 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.

SandyLane National School is a school where moral values such as honesty, truthfulness, justice, fairness, sensitivity to others, and civic responsibility are nurtured and protected. The justification of these qualities is based on the Biblical teaching as interpreted by the Church of Ireland. SandyLane is also one where the traditions and teachings of the Church of Ireland inform the position taken in regard to moral issues which arise in the teaching of secular subjects. The school nurtures freedom of thought and a personal relationship with God. This is most evident in the teaching of Religious Education, and in the prayer life of the school community.

SandyLane National School is a part of the local Church of Ireland community and has strong links with the parish. This, for example, is shown by the fact that pupils attend services in the local church and the Rector visits the school on a regular basis. Children are encouraged to take part in church services, e.g. family services, Carol services etc.

At SandyLane National School, we aim to provide a range of learning experiences that will enable pupils to reach their full potential, to develop a passion for learning, to develop the ability to learn independently and to develop a commitment to lifelong learning.

The staff of SandyLane National School endeavour to provide learning experiences that take account of pupils’ unique learning styles, motivational levels, interests and needs.

In Budget 2023 The Department of Education confirmed a reduction in the primary staffing schedule by one point for September 2022 and introduced new retention levels for all schools. The primary staffing schedule will operate on the basis of a general average of 1 classroom teacher for

every 24 pupils for the 2022/23 school year. The Board of Management will, therefore, seek to maintain classroom groupings at a maximum of 24 pupils per classroom.

3. Admission Statement

Sandylane National 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.

Sandylane National School 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.

Sandylane National School 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.

Sandylane National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a

student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Sandylane National School 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 Church of Ireland 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 5](#) 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

Sandylane National School is a Church of Ireland School and may refuse to admit as a student a person who is not Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school.

5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Priority Category 1: An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school and who lives within the boundary of the Portarlington Union of
of
Parishes and Church of Ireland children from the Bracknagh closed school area.

Priority Category 2: An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of another minority religion which has the same

religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school and who lives outside the boundary of the Portarlington Union of Parishes.

Priority Category 3: All other Applicant Students who comply with the terms of this Policy.

In respect of Priority categories 1 and 2 above, the Applicant must ensure the following documentation is provided with or is included in the application form in order for the application to be complete (see (i) and (ii) below). The School must satisfy itself that the Applicant Student is a member of a minority religion and that the programme of religious instruction or religious education provided by the school is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student. In any dispute, the patron will decide if the Applicant Student's religion has the same religious ethos, or a similar religious ethos to that of the school.

(i) a statement from the Applicant confirming (a) the minority religion the Applicant Student is a member of (b) a statement that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is based on the principles of biblical teaching as interpreted by the Church of Ireland.

AND

(ii) evidence from the Applicant to support the statement that the Applicant Student is a member of the Church of Ireland, or a Protestant reformed church or is a member of another minority religion which has the same religious ethos, or a similar religious ethos. This evidence will consist of:

- a letter from the relevant religious leader confirming, that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

OR

- the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

OR

- a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the Church of Ireland or a Protestant reformed church or another minority religion which has the same ethos or a similar ethos to that of the Church of Ireland.

All Applicants (e.g. parents/guardians) must ensure the following is provided with or is included in the application form in order for the application to be complete

(i) A birth certificate for the student in respect to whom the application has been made (the "Applicant Student")

(ii) Proof of address in the form of a utility bill in the Applicant's name (or in one of the Applicant's names where there is more than one Applicant), which must be dated no later than three months prior to the closing date.

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:

Where oversubscription occurs in any one of the priority categories 1-3, priority will be given within the priority category (and only in that priority category) to Applicant Students seeking a place in Junior Infants (for the following September of the same year) who have a sibling currently enrolled in the school ("Sibling Applicant Students"). Where the number of Sibling Applicant Students in such a priority category, exceeds the number of places available, places will be allocated to sibling applicant students in order of age starting with the eldest.

If places remain within the priority category (and only in that priority category) after all sibling applicant students have been allocated places, priority will be given to applicant students seeking a place in junior infants (for the following September of the same year) in order of age starting with the eldest.

Where oversubscription occurs in any one of the priority categories 1-3 for classes other than junior infants, priority will be given within the priority category (and only in that priority category), to Applicant Students who are siblings of pupils who have been offered a place in Sandylane NS for September of the following year or who have a sibling who is currently enrolled in the school. Where the number of such Applicant Students in a priority category, exceeds the number of places available, places will be allocated using a lottery system of random allocation. If places remain within the priority category (and only in that priority category) after all such Applicant Students have been allocated places, places will be allocated using a lottery system of random allocation.

6. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) 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 the siblings of a student attending 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 Sandylane National 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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 17](#) below for further details).

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

In accepting an offer of admission from Sandylane National 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

10. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Sandylane National 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 9](#) 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 Sandylane National 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 Sandylane National 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.

Applicant students 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.

13. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

14. 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:

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. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 5 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

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:

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. Applicant students will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

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

This rule applies to all schools.

The board of Sandylane National 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.

16. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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)/guardians 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 see 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.

Right of appeal

Oversubscription

As the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at

<https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>.

You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-be-cause-the-school-is-full>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Reasons other than oversubscription

As the refusal to enrol is for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review by the board of management of the decision to refuse admission. You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Admissions Policy-December 2024

Revised Dec 10, 2024

Signed: Rev L. Stevenson, Chairperson _____

Signed: John Noonan, Principal _____