Admissions Policy

Scoil Naomh Eoin, Clonmagadden Valley, Navan, Co. Meath.
Roll No. 20180Q

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 28/4/2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. A further amendment has been made in 2022 to reflect the additions requested in Circular 0075/2022. A further amendment was made in 2024 to reflect the growing capacity of the school.

This policy was reviewed in September 2025 and now includes the new Admission details for our ASD class.

The relevant dates and timelines for Scoil Naomh Eoin admission process are set out in the school's annual admission notice which is published annually on the school's website, parish bulletin and school notice boards at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Naomh Eoin is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of the Bishop of Meath

"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 school serves the people of St Mary's Parish Navan. It is a Catholic school that has been established with the Minister of Education and Science having as its patron the most Reverend Tom Deenihan, Bishop of Meath. It aims at promoting full harmonious development of all aspects of the person of the pupil – intellectual, physical, cultural, moral and spiritual, including having a living relationship with God and other people. Scoil Naomh Eoin is a co-educational school and caters for classes from Junior Infants up to and including Sixth Class.

3. Admission Statement

Scoil Naomh Eoin 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.

Scoil Naomh Eoin is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with ASD as specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Scoil Naomh Eoin 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Naomh Eoin will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

Scoil Naomh Eoin will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Scoil Naomh Eoin with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder (ASD). This is called the Butterfly Room in Scoil Naomh Eoin.

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

Scoil Naomh Eoin is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class (Butterfly Room) attached to Scoil Naomh Eoin provides an education exclusively for students with 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.

This school fully complies with the Circular 0039/2025 section 7. It states.

Given the ongoing growth in the number of special classes and special school places being provided for children and young people with special educational needs, the Department and the NCSE is slightly revising the eligibility criteria for enrolment in a special class or special school for the 2026/2027 school year and beyond. One additional criterion is being added in relation to a NCSE letter. There are no changes to the existing criteria relating to diagnosis or reports.

While it is acknowledged that there are many types of special classes and special schools, given the significant increase in autism special classes in recent years, the following section looks at eligibility for enrolment in an autism special class as an example.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

• Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

• A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

• Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

• A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

The revised eligibility criteria will provide greater clarity for families and schools that a child has the required diagnosis and professional requirement for a special class for autism. The NCSE will allocate teaching and SNA resources to schools for new special classes once a school returns the notification of enrolments and the applicants meet the eligibility criteria as outlined.

1. Parents/guardians should notify the NCSE prior to making an application for admission to a special class. The NCSE will discuss with families the range of options that are available to meet the needs of their child as identified in available reports. This contact should be made as early as possible
2. This process will enable the NCSE to check and verify that the recommendations and

reports for each individual child meet the specified eligibility criteria for the category of special educational needs catered for by the special class.

3. Parents/guardians engaging with this process will be provided with written confirmation from the NCSE confirming the outcome of the NCSE's review of the supporting evidence provided which they can then give to the school as part of their application for enrolment in a special class.
4. The eligibility check will therefore now happen in advance of schools notifying applicants of the decision on their application for enrolment in the special class.
5. The school has in place the resources as per DES guidelines to meet the special needs of the child.

6. 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:

We have a separate policy on class allocation.

Scoil Naomh Eoin will abide by rules set out by the Bishop of Meath in relation to the capacity of our school and in relation to the maximum number of Junior Infants allowed to enrol each year.
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:

(i) Siblings of pupils currently enrolled *('siblings' can be taken to include step-siblings and foster children resident at the same address)*
(ii) Children of families whose primary residence is in the primary catchment area of the school, this is all the estates off the Clonmagadden Road (Please see Appendix 1).
(iii) Applicants resident within the Navan parish Boundary
(iii) All remaining applicants

Note: ***In the event that the number of applicants in any of the above categories exceeds the remaining number of school places available, then the applicants in that category will be prioritised on the basis of date of birth beginning with the eldest and proceeding in descending order of age. Where two or more applicants are tied for the last remaining place (same birthday) schools may use time of birth as per birth cert or a lottery to determine which of them is awarded the last place. Where twins are tied for the last remaining available place, both will be admitted, by way of exception.***

7. What will not be considered or taken into account

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

(Points (a) to (g) must be included here by all schools).

(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;

Sisters and brothers are already enrolled in the school
In accordance with the Admission Act 2018, no more than 25% of places will be set aside for children of past pupils of our 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.

8. Decisions on applications

All decisions on applications for admission to Scoil Naomh Eoin 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 Scoil Naomh Eoin, 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.

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 Scoil Naomh Eoin where— (i) it is established that information contained in the application is false or misleading. (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.

(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,

(ii) an offer of admission to the school has been made, or

(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school; (ii) the

date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Naomh Eoin 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 Scoil Naomh Eoin is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.
Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

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

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

We have a separate policy on class allocation.

Signed: _____ Date: _____
School Principal

Signed: _____ Date: _____
Chairperson, Board of Management

Appendix 1

Scoil Naomh Eoin Primary Catchment Area

Clonmagadden Road sector: Tara Glen, The Paddocks, Tara Court, Cluain

Adáin, Clonmagadden Park, Clonmaggaden Fort, Tailteann, Dunloe, St. Francis

Park, Nangle Court

Scoil Naomh Eoin will abide by rules set out by the Patron in relation to the capacity of our school and in relation to the maximum number of Junior Infants allowed to enrol each year.
Each class level will be deemed full if there are 47 or more pupils currently enrolled at that level and no further applicants will be admitted to that class level.

Scoil Naomh Eoin will accept enrolment during the year as long as the school does not exceed the capacity as set out by the Patron.

Scoil Naomh Eoin will abide by rules set out by the Bishop of Meath in relation to the capacity of our school and in relation to the maximum number allowed to enrol each year.
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:

Siblings of pupils currently enrolled *('siblings' can be taken to include step-siblings and foster children resident at the same address)*
(ii) Children of families whose primary residence is in the primary catchment area of the school, this is all the estates off the Clonmagadden Road (Please see Appendix 1).
(iii) Applicants resident within the Navan parish Boundary
(iii) All remaining applicants

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

The board of Scoil Naomh Eoin or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where their parents have 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) to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

Parents 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 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.

Review of Policy

Boards of Management have the right to review and propose amendments to this admissions policy. Amendments proposed require the Patron's approval before they become operative.

This policy was ratified by the BOM in September 2025, it was further amended in November 2025 to comply with Circular 0039/2025. This policy will be reviewed in 2027

General Guidelines

In discussing admissions/enrolment policy, Board of Management is advised to consult Catholic Primary School Managers Association handbook