

# Admission Policy of Cloughduv National School



**Address: Cloughduv, Co. Cork – P14 TN92**

**Roll number: 13234W**

## 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018, Circular 39/2025 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.

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 Cloughduv National School's admission process are set out in the school's annual admission notice which is published annually on the school's website.

**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 ([Cloughduv NS](#)) and will be made available in hardcopy on request to any person who requests it.

## 2. Characteristic Spirit and General Objectives of the School

Cloughduv N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork & Ross.

"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

- The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 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 Cloughduv N.S. 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.

### **Mission Statement**

We aim at Cloughduv N.S. to nurture the holistic development of every pupil and we strive to provide a happy and productive learning environment for all our pupils.

**General Objectives:** The school shall have in place appropriate channels of communication and procedures;

To enable applications for admission to the school to be handled in an open, transparent manner.

To put in place criteria formed by our Ethos, our Mission Statement & current legislation

To specify what information is required by the school at the time of application

### **School Philosophy of Cloughduv National School**

At Cloughduv National School, we strive to create a safe, secure and happy learning environment that reflects our Christian ethos mindful at all times of the dignity and individuality of every pupil in our care. In so doing, we seek to enable each pupil to reach his/her full potential.

We aim to:

- Develop friendly and harmonious relationships within the school so that each pupil can learn and grow;
- Promote a pastoral care system where each person takes responsibility for his/her own behaviour.
- Build a spirit of collaboration between school leadership and management team, teachers, non-teaching staff, parents and pupils and create a sense of belonging to a vibrant learning community.
- Foster in the pupils a sense of pride in themselves, their work, their school.
- Develop in students an awareness and appreciation of our culture and heritage and an appreciation of our civic responsibility in the preservation of the environment.

### 3. Admission Statement

Cloughduv 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.

Cloughduv 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 of the Catholic faith unless it is proved that the refusal is essential to maintain the ethos of the school.

Cloughduv National School is a school which has established one special class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Cloughduv 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.

Cloughduv 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.

#### 4. Categories of Special Educational Needs Catered for at Cloughdub National School's Special Classes

Cloughdub National School with the approval of the Minister for Education and Skills & NCSE, was sanctioned their first special class in early March, 2026 to provide an education exclusively for students with Autism.

#### 5. Admission of Students

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol at Cloughdub National School must have reached the age of 4 years by August 31st of the year they will commence school.

The Board of Management reserves the right, inline with the latest department & NCSE guidelines, to determine the maximum number of children in each separate classroom bearing in mind:

- Size and available space in classrooms.

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

The Board of Management of Cloughdub National School provides a mixed gender class for children with Autistic Spectrum Disorder. This class is run in accordance with the Department of Education and Science & NCSE guidelines and support. This policy is to be read as a sub-section of the Enrolment Policy for Cloughdub National School and is in accord with its contexts and the Admissions to School Act 2018

##### **Aims and Objectives**

Our special class aims to offer a high-quality autism specific education for the children concerned within a mainstream national school. The setting facilitates the optimum inclusion, reverse integration and integration of children in the class into mainstream education, having regard for levels of disability, available resources and suitability for such integration. The class seeks to enhance the communicative and social skills of children in the class and to ensure that children with specialised needs should receive their education within the most supportive environment with a focus on realising the full potential of each individual child.

Parents/guardians who wish to enroll their child in the school must initially contact the school for an application form. The criteria for enrolment will be given to parents/guardians and these criteria are non-negotiable.

Receipt of acknowledgement of an enrolment application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Management/Board of Management in accordance with our enrolment policy.

*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 set out by the NCSE:*

*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 above assessment criterion must recommend placement in an Autism special class in a mainstream primary setting. Pupils without such a recommendation are not eligible.
- We require that all written reports and assessments in operation on a child must be provided to the school for assessment by the Admissions Team including speech and language and OT reports if relevant. Where a child has been enrolled based on a private psychological or psychiatric assessment the school will look for a full assessment under Assessment of Need and/or the involvement of a Multi-Disciplinary team.
- Considerations for enrolment in the Autism special class - This must be determined using professionally recognised clinical and psychological cognitive assessment test such as a WPPSI test, Stanford Binet or similar. A developmental assessment is not sufficient. A child will be enrolled subject to the suitability of the Autism Special class to meet their needs.
- To maximise our ability to meet the needs of the pupil, without affecting their eligibility for a place in the special class for Autism, we require information regarding any additional medical conditions and / or dietary restrictions / requirements that the individual may have. We also require information with regard to any medications that the applicant pupils may be in receipt of.

- Parents/ guardians of prospective pupils must meet the principal and class teacher/Lead SET/relevant school personnel.
- Parents/ guardians of prospective pupils must accept and agree to the school's Code of Behaviour and the terms of this policy to be considered for enrolment in the Autism special class.

## 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:

*If applying for admission to the Autism Special Class only:*

A - Children already enrolled in the school

*If applying for admission to Autism Special Class or Mainstream:*

B - Brothers and sisters (including stepsiblings, resident at the same address) of children already enrolled with priority going to the eldest.

C - Children living within the parish of Kilmurry

D - Children of current school staff.

E - Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map if the child is normally resident outside of the parish / agreed catchment area) – Eircode must be provided

F - Children of parents who are past pupils of the school. We note that 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 - In the event of being unable to enrol a child(ren) for categories A, B, C & D in a given class at the beginning of the year, or midyear, such children will be placed on a waiting list (in order A, B, C & D).

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:

Please note if any of the above criteria, letters A to C are oversubscribed, then places will be allocated, in the above order, on the basis of age, the eldest child/children will be enrolled first according to the child's/children's Birth Certificate.

The maximum special class size is six pupils. If the number of pupils who meet the above criteria on the list of applicants on the waiting list to enrol exceeds the number of places available, the following criteria will apply in priority order beginning with number one. Places will be allocated in the Autism Special Class in accordance with the following criteria and in the following order:

1. Pupils currently enrolled in our mainstream school and seeking to transfer to the Autism Special Class, known to the NCSE and who meet the eligibility criteria for special class placement and meet the above criteria set out by the NCSE.
2. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address).
3. Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map if the child is normally resident outside of the parish / agreed catchment area) – Eircode must be provided
4. Children of current school staff.
5. If any places remain, they will be allocated on the basis of age, the eldest child/children enrolled first, according to the child's/children's Birth Certificate.

In making its decision, the Board of Management will have regard for relevant Department of Education and Skills guidelines in relation to special class size.

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:

A lottery system will apply where the names of the children will be drawn from random to make up the remaining places for the school year. In the event of there being more applications than spaces available in any of the above categories a lottery system will apply.

By way of example, if there are still places available in the school after accepting applications in categories 1, 2 and 3, those available places will be filled from category 4 through a lottery system. No application from category 5 will be considered until such time as all category 4 applications have been exhausted. If/when a place in the Junior Infants or Autism Class is offered, the Parents must accept the place in writing no later than the date stipulated in the letter of offer. A copy of a utility bill to show proof of address and a Birth Certificate will also be required.

Parents of successful applicants will be required to complete additional Consent/Agreement and Information Forms. If the school does not receive the written acceptance by the stipulated date, it will be taken that the place is not being accepted and it will be reallocated. Names of unsuccessful applicants will be placed on a waiting list, in accordance with the ranking determined by the above criteria and such applicants may be offered a place in Junior Infants or the Autism Class if/when a place becomes available. Applicants will be informed of the Applicant Student's place on the waiting list as it applies in the particular priority category. The waiting list will remain valid only for places that arise in the school year applied for (usually the following school year). Applicants must reapply for a place for subsequent years, on the dates outlined in the Admissions Notice for the relevant year.

## **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:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí and a before & after school service,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to:
  - the admission to the special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (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 siblings of a student attending or having attended the school.
- (g) the date and time on which an application for admission was received by the school,  
This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 8. Decisions on Applications

All decisions on applications for admission to Cloughduv 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 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 Cloughdub 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 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, may be withdrawn and/or placement but under review**

An offer of admission may not be made or may be withdrawn by Cloughdub 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 10](#) above.

### **Review – Special Class Allocation**

Placement in the Autism special class will be kept under continual review by the school. At a minimum, a review will take place once a year and will include an assessment of the pupil's progress in achieving his/her learning targets. It will consider the pupil's progress and the special class' ability to meet his/her needs and deliver the most beneficial educational programme. The academic, social and behavioural benefits of the pupil will be assessed along with the level and quality of mainstream participation. Parents, teachers and other relevant professionals will be involved.

### **Behaviour**

It is accepted that some children with special educational needs may from time to time present with difficult behaviours that may manifest emotionally. All efforts will be made by the school to manage such behaviours using appropriate strategies and through the implementation of the child's support plan. All pupils in the school are subject to the Code of Behaviour and Health and Safety Statement.

## **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 Cloughdub 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 Cloughdub 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.

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.

## 15. 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:

- Applications for enrolment during the school year will be considered subject to school policy.
- Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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:

- *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 Cloughdub 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 Cloughdub 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.*

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to the 30<sup>th</sup> of September of that school year.**

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

The Board of Management of Cloughdub 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.

## 17. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school.
- Pupils will complete alternative work during religious instruction.
- While classes attend sacramental preparation in the church the class teacher will set work for the pupil(s) not attending religious instruction. These pupils will be supervised in another class when it can be facilitated. Cloughduv NS prides itself on inclusivity. On the day of the sacrament, children who are not participating in the sacramental ceremonies will be invited along and seated in an accommodating area within the church during ceremony. If parents do not wish that their son/daughter come along to the sacramental ceremony, then class work will be provided within another class grade and supervision will be facilitated in this manner if capacity allows.

## 18. Reviews/appeals

### **Review of decisions by the Board of Management**

The parents/guardians of the student, may request the Board of Management 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 of Management 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 parents/guardians of 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.

**The policy was ratified by the Board of Management of Cloughduv National School in March 2026.**

**Patron: Bishop of Cork and Ross – ratified March 2026**