

Admission Policy

Admission Policy of Headford Primary School

Church Rd, Headford, Co. Galway

Roll No. 20583P

School Patron: Archbishop Francis Duffy

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 2nd September 2024 and reviewed and updated by staff, parents and Board of Management of Headford Primary School in September 2025. 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 Headford Primary School'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 available in hardcopy from the school directly.

2. Characteristic spirit and general objectives of the school

Headford Primary School is a Catholic primary school under the Patronage of Bishop of Tuam, His Lordship Archbishop Francis Duffy. The school is a rural, co-educational school from Junior Infants to 6th Class, in the parish of Headford. Classes are multigrade and are taught from junior infants to 6th class.

There are six mainstream class teachers, two SET teacher, one shared SET teacher, 2 Fulltime SNA's and one part-time SNA, two part-time secretaries and a two part-time cleaners.

In Headford Primary School we wish to create a positive environment, based on Catholic values, where our students have opportunities and encouragement to develop their full potential and gifts-academic, social, creative and spiritual-within an Irish and European context, and with a global perspective. Headford Primary School welcomes pupils of other religious traditions and nationalities. Children with special educational needs are integrated into mainstream classes with the support of individual learning plans.

Our Enrolment Form has been updated to include information required by the Pupil Online Database.

“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 Headford Primary 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.

3. Admission Statement

Headford Primary 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 from Junior Infant to Sixth Class.
- 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,
 - a. the Traveller community ground of the student or the applicant in respect of the student concerned, or
- h) 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.

Headford Primary School is a school whose objective is to provide education in an environment which promotes certain catholic 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.

Headford Primary School is a school whose objective is to provide education in an environment which promotes certain catholic 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.

Headford Primary 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.

Headford Primary 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. Admission of Students

This school shall admit each student seeking admission who is at least four years age before the first day of the academic year in which they are seeking enrolment 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

- c) 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.

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:

- a) Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
- b) Families whose primary residence is within the parish/traditional catchment area of Headford Primary School (See Appendix 1)
- c) Children of current teaching staff.
- d) Children of parents who are past pupils of the school.
- e) Priority is given to applicants who are the eldest
- f) First come, first served approach.

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:

Selection criteria will apply in descending order as stated above.

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 selection criteria if oversubscribed (1) siblings of a student attending the school or having attended the school and/or (2) parents of a student 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.

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 Headford Primary 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 Headford Primary 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.

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 Headford Primary 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 Headford Primary 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 Headford Primary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

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.

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:

- a) Parents/guardians are requested to complete an Enrolment Form and return it to the school.
- b) Parents/guardians are asked to provide written reports, test results etc from school previously attended by pupil.
- c) The school may communicate with any previously attended schools to elicit information regarding the child's progress.
- d) Parents/guardians are given a School Information Booklet and a copy of the child's booklist.
- e) In the case of pupils with SEN, parents must provide the school after enrolment with any relevant documentation and information pertaining to their needs in order to ensure the appropriate provision of resources.

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:

- a) In so far as practicable, children will be enrolled on application, provided there is space available.
- b) Parents/guardians are requested to complete an Enrolment Form and return it to the school.
- c) Parents/guardians are asked to provide written reports, test results etc from school previously attended by pupil.
- d) The school may communicate with any previously attended schools to elicit information regarding the child's progress.
- e) Parents/guardians are given a School Information Booklet and a copy of the child's booklist.
- f) In the case of pupils with SEN, parents must provide the school after enrolment with any relevant documentation and information pertaining to their needs in order to ensure the appropriate provision of resources.
- g) The board of management is bound by the DES "Rules for National School" which provide that pupils may only be enrolled from the age of 4 years upwards. Compulsory attendance applies at the age of six.
- h) In the event of applications for enrolments exceeding the number of places available, the weighted criteria in Section 5 above may be used.

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

The board of Headford Primary 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

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) 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 refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy will be reviewed by the as rules of enrolment and circumstances warrant.

This policy was ratified by the Board of Management of Headford Primary School at a Board Meeting on the on 20th October 2025.

Signed: fr Raymond A. Smith

Date: 20 - 10 - 2025

Appendix 1 Catchment Area:

Galway Road:

The N84 road south from Headford, towards Galway, as far as Luimneach and including the areas of Culleen, Kilgarriff and Ballindiff.

Claran Road:

The Claran Road – the road west of Headford, including the areas Ellagh, Ross, Cahermacnally, Ower and Owerbeg.

Cong Road:

The areas along the N84 North-west from Headford towards Glencorrib as far as Cloughmoyne and including Rostaff and kilroe.

Shrule Road:

The areas along the N84 north from Headford to Shrule as far as Knockroon and including the areas of Ballyfruit, Coilleach and Moyne.

Tuam Road:

The areas along the R333 Headford – Tuam Road, as far as Caherheeny, including Deerpark and the Lodge.

Corner chapel:

The areas along the Corner Chapel road and including the area of Liss which is in the Parish of Headford.

Appendix 2 Headford, Co. Galway.

Enrolment Application Form

Applicant's details

Childs Surname: _____

Childs Christian Names: _____

Date of Birth: _____

Address:

Child's PPS no: _____

Date and Place of Baptism:

Please provide the school with the following documents once the child has been enrolled in the school:-

Please tick:

Child's Birth Certificate: (copy)

Latest school reports (if transferring from another school)

Parents details:

Name of Mother: _____ Name of Father:

Phone (Home) _____ Phone (Home)

Phone (Work) _____ Phone (Work)

Mobile No: _____ Mobile No:

E mail _____ E mail

Occupation: _____ Occupation:

Child's legal guardian/s:

Other individuals to whom you give permission to collect your child from school:

Name: _____

Name: _____

Educational History:

If applicable please complete:

Name of playschool/Montessori (if relevant) _____

Other Primary Schools
attended: _____

12

Medical details

Does your child suffer from any medical illness/allergies Yes _____ No _____

Does your child require any medication during school hours Yes _____
No _____

Please specify details:

Medical Contact Numbers:

Name of Doctor/Surgery:

Phone Number(s):

In the event of an emergency/accident occurring and if the school is unable to contact you on the numbers provided, it is the school policy to seek medical advice from the local clinic in Headford.

I shall pay whatever fee is involved

Signature of parent/Guardian _____

Code of Behaviour

By enrolling your child in our school you are accepting our Code of Behaviour

_____ parent/guardian signature