



Admission Policy

Revised January
2023

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2025

Draft revision –
September 2026

Ennis National School



Admission Policy of Ennis National School

School Address: Ashline, Kilrush Rd, Ennis Co. Clare V95 DE44

Roll number: 15042A

School Patron: Bishop of Killaloe

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 23rd September 2026. 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 Ennis National School 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.

2. Characteristic spirit and general objectives of the school

Ennis National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Ennis 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.

Ennis National School is founded upon Gospel values and our Catholic tradition. The staff of Ennis National School want to create a climate of physical, emotional, social, and intellectual safety for students, teachers and parents so that teaching and learning can occur within relationships of mutual valuing and respect.

With this in mind, the teachers of the school see education not just as providing students with knowledge and skills but also as providing for the emotional, social, sexual, physical and spiritual development of students.

In this school we want students to be self-motivated and to be at peace with themselves, others and the world. Achievement of these aspirations by the school requires the help and co-operation of students, teachers and parents.

3. Admission Statement

Ennis 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
- (j) Schools with special education class(es)



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.

Ennis National School is a school which has established classes, with the approval of the Minister for Education and Youth, 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.

Ennis 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.

Ennis 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.

Ennis 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 and it is proved that the refusal is essential to maintain the ethos of the school.

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

Ennis National School with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Autism.

Ennis National School with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Specific Learning Disability – Severe Dyslexia (Reading Class).

Eligibility Criteria for Admission to the ASD Class

- Professional report(s) outlining:
- A diagnosis of Autism Spectrum Disorder (DSM-IV/V or ICD 10/11) from a relevant professional such as a psychologist, psychiatrist, or a multi- disciplinary team: and
- A demonstration of the understanding of the complexity of the child's overall level of need(s) as evidenced in the professional report(s); and
- A clear professional recommendation that a special class placement in a mainstream school is the most appropriate educational setting for the child, along with the rationale for that recommendation; and
- A letter from the NCSE confirming that the child is known to them and has the required diagnosis and a recommendation for a special class for autism.

If the number of applicants exceeds the number of available places, the school's selection criteria will apply.



Eligibility Criteria for Admission to the Special Class for Specific Learning Disability – Severe Dyslexia (Reading Class)

Children and young people are eligible for enrolment in a special class for Specific Learning Disability – Severe Dyslexia (Reading Class) when the following documentation is provided in support of such an application:

Professional report(s) outlining:

- A formal written diagnosis of Specific Learning Difficulty / Dyslexia from a Psychologist.
- General cognitive ability (IQ) of average or above-average, as assessed by a psychologist.
- Scores on 1st or 2nd percentile (or lower) for one of reading, spelling or reading comprehension.
- The primary presenting difficulty and primary cause of the pupil's failure to achieve must be dyslexia.

S/he must be in, or about to enter, 5th or 6th class.

5. Admission of Students

This school shall admit each student seeking admission except where –

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

The special classes attached to Ennis National School provide an education exclusively for students with qualifying difficulties and the school may refuse admission to these classes, where the student concerned does not meet the specified category of special educational needs provided for in this class.

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

6. Oversubscription

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions.

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

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school's annual admission notice:

1. Siblings

Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest.

2. Parish

- a. Children residing in the parish and who are 1.5km or less in walking distance from the school, priority eldest; This will be measured by Google maps, using Eircode to Eircode walking distance, priority eldest.
- b. All other children residing in the parish, priority eldest.

3. Children of staff

Children of staff, priority eldest.

4. Past pupils

Children and or siblings of past pupils, priority eldest;

5. Others

All other applicants, priority eldest.

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:

They will be arranged in order of age, priority eldest.

If born on the same day, then by lottery.

Oversubscription Criteria Specific to the Autism/ASD Classes

If the number of eligible applicants exceeds the number of places available in the ASD Class, the following selection criteria will be applied in this order of priority:

- A. Current pupils of Ennis National School (these children must be known to the NCSE and meet the eligibility criteria for ASD special class placement.)
- B. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address)
- C. Children living within Ennis parish.



- D. Children of permanent school staff.
- E. Children living outside Ennis parish.

In the event that there are more applicants than available places within any of the above categories, places will be offered in the following order:

1. Children who are enrolling in Junior Infants
2. Children who are enrolling in Senior Infants
3. Children who are enrolling in any other class

In the event that there are more applicants than places under any of the above categories and criteria, then a lottery system will be implemented to randomly allocate the remaining place(s). The lottery will be overseen by **the Admissions Team**.

Oversubscription Criteria specific to the Reading Class

If the number of eligible applicants exceeds the number of places available in the Reading Class, the following selection criteria will be applied in this order of priority:

- A. Current pupils of Ennis National School
- B. Children living within Ennis parish.
- C. Children of permanent school staff.
- D. Children living outside Ennis parish.

In the event that there are more applicants than places under any of the above criteria, eligible applicants under the criterion will be listed in order of need, based on the level of discrepancy between expected and actual performance, (ie. their ability /IQ v. their achievements/ scores) as assessed by a psychologist. Those with the greatest discrepancy will be given priority. In the event of children presenting with similar scores, a random lottery system may be used to select successful applicants.

In the event that there are insufficient applicants who meet the above criteria in a given year, any remaining place becomes a 'concessionary place' and may be offered to ineligible applicants who are slightly outside the eligibility criteria. A 'Concessionary Place' must be approved by the Special Education Needs Organiser (SENO). Concessionary places are valid for one school year only.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.

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
- (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;
- (g) 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 (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply these criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (h) 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 Ennis 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 Ennis 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 or may be withdrawn

An offer of admission may not be made or may be withdrawn by Ennis 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.

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 that there are more applications for admission to an age-appropriate class level than places available in that class level, a waiting list of students whose applications for admission to Ennis National School were unsuccessful due to the relevant age-appropriate class level being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list for an age-appropriate class level in Ennis National School will be 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, as outlined in the Annual Admission Notice, will be placed at the end of the relevant waiting list in accordance with the priority assigned to their application under this Admission Policy.

Offers of any subsequent places that become available during the school year in the relevant age-appropriate class level will be made to students on the relevant waiting list, in accordance with the order of priority in which the students have been placed on that 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 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



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:

- Such applications will be dealt with on a case-by-case basis

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:

- Such applications will be considered on a case by case basis, subject to school policies and available space in the relevant age-appropriate class level.
- In the event of there being more applications to the school year concerned than places available in an age appropriate class, a waiting list of students whose applications for admission to Ennis N.S. were unsuccessful due to the age appropriate class(es) being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.
- Placement on the waiting list for age appropriate classes of Ennis N.S. 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.
- When a place becomes available in the school, it will be offered to applicants on the age appropriate waiting list in order.
 - *For the purposes of this Admission Policy, an **age-appropriate class** means the class level that ordinarily corresponds to a student's age and stage of primary education, taking account of the student's date of birth. Where an application is made during the school year, the age-appropriate class will normally be the class level in which the student would ordinarily be enrolled at that time.*

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

This rule applies to all schools.

The board of Ennis 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

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:

Children will remain in class but not participate in the religious instruction and will be given other work to do. In the case of school religious ceremonies, non-participating children are provided with a supervised classroom for the duration.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of 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 & Youth.

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 Youth.



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 & Youth.

The policy was ratified by the Board of Management of Ennis National School on 5th October 2026.

Signed:

A handwritten signature in black ink that reads "Daniel O'Connell".

Daniel O'Connell, Chairperson, Board of Management

