



## **Admission Policy of St. Mark's Boys National School**

**School Address: The Glen, Cork**

**Roll number: 19426P**

**School Patron: Diocese of Cork and Ross**

### **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 in May 2020. 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 St. Mark's Boys 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**

St. Mark's Boys National School is a Catholic primary school which strives to provide a well-ordered, caring, happy and safe environment where the intellectual, spiritual, physical, moral and cultural needs of the boys in its care are identified and provided for.

St. Mark's Boys National School is a school with a Catholic ethos. It gives due recognition and respect to all other religions.

St. Mark's Boys National School places a very high value on the involvement of parents in the education of their children.

St. Mark's Boys National School will endeavour to enhance the self-esteem of everyone in the school community. It will imbue in the pupil's respect for people and property. It will encourage pupils to be responsible for their actions.

St. Mark's Boys National School recognises the dedication and commitment of its teachers. It will always strive to provide them with a safe and well-equipped school in which they can help the community of St. Mark's School to achieve its full potential.

### **3. Admission Statement**

St. Mark's Boys 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.

St. Mark's Boys National School is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Mark's Boys National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.



St. Mark's Boys 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Mark's Boys National School is a school which has established classes, 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.

St. Mark's Boys 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.

St. Mark's Boys 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 in the school/special class**

St. Mark's Boys National School with the approval of the Minister for Education and Skills, has established five classes to provide an education exclusively for students with Autism/ Autistic Spectrum Disorders.

Students requesting admission to these classes must have a diagnosis of ASD made by a multidisciplinary team approved by the Department of Education & Skills.

The child must have a psychological report from this multidisciplinary team stating that:

- He has a diagnosis of ASD made using the DSM-V or ICD 10 diagnostic criteria and
- He requires the support of a special class setting within a mainstream school.

#### **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

St. Mark's Boys National School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Mark's Boys National School is a Catholic school and may refuse to admit as a student a person who is not a Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to St. Mark's Boys National School provide an education exclusively for students with Autism / Autistic Spectrum Disorders 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. (see section 4)

Students who are being enrolled as Junior Infants in St. Mark's Boys National School for the new school year must be at least 4 years of age on or before August 31st of that same year.

#### **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:

- whether there are siblings or step siblings currently residing in the same residence already attending the school; priority eldest
- children living in the catchment area; 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:

If the mainstream class is oversubscribed and additional applicants (two or more) meet all of the above criteria for admission, St. Mark's Boys National School will enrol as per the above (Section 6) on the basis of priority eldest applicants.

In the event that two students wishing to enrol have the same date of birth, an independent lottery will be held with members of Board of Management present to regulate the draw and ensure fair procedures and natural justice are upheld.

#### **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; other than in relation to a student's prior attendance at an early intervention class.

- (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 admission to a 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to St. Mark's Boys 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 St. Mark's Boys 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 St. Mark's Boys 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.

## **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 St. Mark's Boys 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 St. Mark's Boys 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.

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:

As per St. Mark's BNS Admissions Policy and following the procedures and requirements set out above at Section 2- Section 7, we will accept students who have applied to St. Mark's Boys National School, for enrolment into a class outside the intake group and during the school year provided we have sufficient places in the classes they wish to attend.

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:

St. Mark's Boys National School will create a waiting list for the school year in which the pupils who enrolled but did not receive a place.

Parents will be notified that their son has been placed on a waiting list and will be contacted as soon as a place becomes available for their child.

The waiting list will only be operational for the academic year in question and will **not** roll over into the following academic year.

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

This rule applies to all schools.

The board of St. Mark's Boys 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 request 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 must be made to the Principal to discuss religious instruction and non-attendance.

-A meeting will then be arranged with the Parents to discuss how the request may be accommodated by St. Mark's Boys National School.

## 18. 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 was adopted by the Board of Management of St. Mark's BNS at its meeting  
on 6-12-2023.

Signed; Ann O'Donovan Chairperson, Board of Management

Date: 6/12/23.