

Admission Policy



Lurga National School
Gort,
Co Galway

Admission Policy of Lurga N.S

**School Address: Lurga,
Gort,
Co.Galway,
H91 AO34.**

**School Website: www.lurgans.ie
School Email: lurgaschool@gmail.com
Phone: 091 633118**

Roll number:12574S

School Patron: Bishop of Galway/Kilmacduagh/Kilfenora.

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 sent to the school patron on 4th October 2024. 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 Lurga N.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 will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Lurga N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Galway/Kilmacduagh/ Kilfenora.

“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, a living relationship with God and with other people; and
- including the intellectual, physical, cultural, moral and spiritual aspects; 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 Lurga 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 hold as central, respect for the dignity of every child.

As a Catholic school we uphold the teaching of Christian values and educating the child for life.

We strive to maximize the potential of each child by developing self-esteem, consideration for others and a critical evaluation of life.

We acknowledge that education is a partnership and we endeavour to maintain strong links with parents and see them as the primary educators of their children.

We value a spirit of co-operation and a happy learning environment and welcome partnership with the wider community.

We aspire towards developing right attitudes towards justice and tolerance and we respect diverging views of minorities within our school.

The objectives of Lurga National school:

- to enable the child to live a full life as a child and to realise his or her potential as a unique Individual
- to enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society
- to prepare the child for further education and lifelong learning

3. Admission Statement

Lurga N.S. 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.

Lurga NS is a school the objective of which is to provide education in an environment which promotes certain religious values (Roman Catholic) and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

3. Admission of Students

This school shall admit each student seeking admission 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

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) Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
- (b) Children residing in the parish, priority eldest;
- (c) Children of staff members, priority eldest;
- (d) Random selection (independently verified).

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) Priority to eldest in accordance with the above criteria

4. 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 having previously 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.

Lurga NS is a Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

5. Decisions on applications

All decisions on applications for admission to Lurga N.S. will be based on the following:

- (a) Our school's admission policy
- (b) The school's annual admission notice (where applicable)
- (c) 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.

6. 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 15](#) below for further details).

7. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Lurga N.S. you must indicate—

- (a) 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
- (b) 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.

8. 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 Lurga N.S. where—

- (a) it is established that information contained in the application is false or misleading.
- (b) 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.
- (c) 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
- (d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 8 above.

9. 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—

- (a) an application for admission to the school has been received,
- (b) an offer of admission to the school has been made, or
- (c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (a) the date on which an application for admission was received by the school;
- (b) the date on which an offer of admission was made by the school;
- (c) the date on which an offer of admission was accepted by an applicant;
- (d) 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).

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 Lurga N.S. 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 Lurga 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.

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.

10. 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 four 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.

11. 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, available space and the provision of information concerning attendance and the child's educational progress.

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 Lurga NS 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 Lurga NS 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.

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

The board of Lurga NS 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.

13. 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.

Symbols and elements of our Catholic faith are visible throughout the school environment. Religious instruction takes place in each classroom, each day. Prayers are said and religious songs are sung at various times, as necessary. Pupils in relevant classes are prepared to receive the sacraments of Penance, Eucharist and Confirmation.

At various times throughout the school year, pupils participate in religious ceremonies in the classroom, the school hall and the church.

Pupils of other faiths and none are welcomed in Scoil Mhuire and are accommodated as far as is reasonably possible, with due regard to the ethos of the school and contingent on other practical, logistical considerations.

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:

Children will attend the Support Room, where they will engage in appropriate class work under the supervision of the support teacher.

14. Reviews/appeals

Review of decisions by the Board of Management

The parents/guardians 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 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 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 Lurga NS on 2nd October 2024 and has been submitted to our Patron. This policy is available to view on the school's website and in hard copy from the school office on request .

Signed: Paul Lusk Chairperson, Board of Management

Signed: Deirdre Conry Acting Principal

Appendix (1)



Lurga National School, Gort, Co. Galway H91 AO34

School Number 125745

Phone: 091 633118

Email: lurgaschool@gmail.com

Website: www.lurgans.ie

Childs Name:		Date of Birth:	
Childs PPSN:		Child's Country of Birth	
Gender:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Other Gender: <input type="checkbox"/>
			Child's Nationality
Address:			
Eircode:			
Name of Previous School/ Pres-School:			
Address of Previous School/ Pre-School:			
Details of Parents / Legal Guardians			
Name of Father / Legal Guardian			
Surname of Father/Legal Guardian			
Email Address			
Phone Number (Home)		Work Number	
Mobile Number			
Home Address if different from Child			
Occupation			
Name of Mother / Legal Guardian			
Surname of Mother / Legal Guardian			
Email Address			
Phone Number (Home)		Work Number	
Mobile Number			
Home Address if different from child			
Occupation			
Names of Siblings currently this School			
Text-a-Parent: Which mobile number do you wish to receive the text-a-parent message:			
Health			
Medical/Health/Dietary Issues			
Prescribed Medicine to be kept at school			
Allergy to medicine			
Child's Doctor			Phone Number

Assessment				
Assessment	Professional/ Agency		Date	
Speech Therapy				
Occupational Therapy				
Psychological				
Paediatric/Medical				
Other Assessments/Reports including pending				
Was you child in receipt of SNA support	Yes:		No:	
Emergency Contact (If parents/guardians are unavailable)				
Emergency Contact 1	Name:			
Phone Number			Relationship to Child:	
Emergency Contact 2	Name:			
Phone Number			Relationship to Child	
Have you attached a Birth Certificate	Yes:		No:	
Acknowledgement and Consent			Yes	No
I consent to basic First Aid being administered to my child by school staff in the event of the child having an accident, sustaining an injury or becoming unwell				
I consent to my child being brought to a DOCTOR or HOSPITAL in the event of an accident or medical emergency and to receiving such treatment and being administered such medicine as medical personnel consider necessary Every effort will be made to contact you beforehand				
I consent to PHOTOGRAPHS and VIDEOS of my child being recorded and published on the school's website, the school newsletter, in-school publications, online platforms in use by the school (Aladdin, Google Classroom, etc.) and publications approved by the school in accordance with the school's Policy Regarding Photographs				
I consent to my child's engagement with such digital and internet based and learning platforms as have been selected by the school, e.g. Google Classrooms				
I consent to such educational / academic Screening and Diagnostic tests as are considered appropriate by the school being administered to my child to support their educational development				
I consent to my child attending the Learning Support Teacher / Special Education Needs Teacher if considered necessary by the school				
I consent to my child's participation in supervised OFF-SITE School Activities such as school tours, class trips, local sponsored walks, sporting events, visits to theatre, educational exhibitions, swimming lessons etc.				

I have read and accept the school's Code Of Behaviour and I agree to make all reasonable efforts to ensure my child's compliance with same.		
I have read and accept the school's Anti-Bullying Policy and agree to abide by same.		
I have read and accept the schools' Acceptable Use Policy and agree to abide by same.		
I have read and accept the school's Complaints and Grievances Policy and agree to abide by same.		
Acknowledgement		
I am aware that the information on this form will be stored on the school's data management systema and the Department of Education's Primary Online Database		
I acknowledge and accept that the school shares pupil names and contact details with the HSE for the purpose of scheduling vaccination, hearing and vision screening and dental examinations.		
I acknowledge that the Education (Welfare) Act 2000 (Section 28) and the (Prescribed Bodies) Regulations 2005 allows for the school to share relevant information concerning a child transferring between our school and another recognised school without breaching data protection law		
I acknowledge and accept that the school teaches the Stay Safe Programme and the Relationships and Sexuality Programme, both of which are part of the Department of Education & Skills Social and Personal Health Education Curriculum.		
I will undertake to see that my child will attend school punctually and regularly		
DECLARATION		
I have read and understood the above consents and acknowledgements. I have read and understood the school's information booklet which is available on the School Website (or in hard copy from the office) and I undertake that I and my Child will comply with all school rules and policies. I wish to apply for the admission of my child to Lurga National School.		
Parent / Guardian Signature	Date	
Parent / Guardian Signature	Date	
<i>If you are the ONLY Parent/Guardian providing a signature, please tick and sign the applicable section below</i>		
The child's other parent/guardian is fully aware of and in agreement with this enrolment application and is in agreement with the consents, terms and conditions as outlined		
Parent/Guardian Signature	Date	
I am the sole parent/guardian of my child and have sole custody		
Additional Information that would be of assistance to the school		