



## **Polasaí Iontrála Ghaelscoil Mhíchíl Cíosóg**

**Seoladh:** Gleann Aibhne, Br. An Ghoirt, Inis, Co. an Chláir

**Gréasán Idirlíne:** [www.gmci.ie](http://www.gmci.ie)

**Uimhir Rolla:** 19838P

**Pátrún na Scoile:** Deoise Chaitlicigh Chill Dalua

### **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 07/10/2025. 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 Gaelscoil Mhíchíl Cíosóg'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**

This section must be completed by all schools. The following statement has been approved by the Irish Episcopal Conference for use as an ethos statement in all schools having a Catholic ethos

Gaelscoil Mhíchíl Cíosóg is a Catholic co-educational gaelscoil with a Catholic ethos under the patronage of the Bishop of Kilaloe.

"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 Gaelscoil Mhíchíl Cíosóg 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**

Gaelscoil Mhíchíl Cíosóg 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Gaelscoil Mhíchíl Cíosóg 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.

Gaelscoil Mhíchíl Cíosóg 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.

Gaelscoil Mhíchíl Cíosóg 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 or person who is non-Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Gaelscoil Mhíchíl Cíosóg is a school which has established a class, with the approval of the Minister for Education, which provides an education through the medium of Gaeilge 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.

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

Gaelscoil Mhíchíl Cíosóg with the approval of the Minister for Education, has established a class to provide an education through the medium of Gaeilge exclusively for students with a diagnosis of autism.

#### **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 class attached to Gaelscoil Mhíchíl Cíosóg provides an education exclusively for students with autism through the medium of Gaeilge 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.

## **6.. Oversubscription**

In the event that the school is oversubscribed,,the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### **6(a) Oversubscription of Mainstream Class**

#### **1. Siblings**

On an equal basis, applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address,) priority eldest.

#### **2. Children of school staff**

Priority eldest.

#### **3. Irish Fluency**

Children who have attained a determined level of fluency in Irish which would be likely to decline if he/she is not admitted to an all-Irish school, 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.

### **6(b) Oversubscription of Special Class for Pupils with Autism**

In the event that the number of eligible pupils that apply for a place in the Special Class for Pupils with Autism is greater than the number of places, such places will be filled on review of Enrolment Applications received in the following order of priority:

1. Pupils currently enrolled in our mainstream settling (who fulfil the Special Class for Pupils with Autism enrolment criteria) with applications to transfer to the Special Class for Pupils with Autism, will be prioritised based on the longest period of enrolment in the school
2. Applicants with siblings currently enrolled in the school (including step-siblings resident at the same address.)
3. Children of current school staff
4. Children who have attained a determined level of fluency in Irish which would be likely to decline should he/ she not be allocated a place in an Irish immersion settling. Priority eldest.
5. If any places remain, allocation will be based on random selection.

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

## **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 –
  - (I) an early intervention class or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)

(c) a student's academic ability, skills or aptitude; (other than in relation to:

admission to (a) a special school or (b) 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 and/or

admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

(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; (other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)

(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 (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 this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(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.



## **8. Decisions on applications**

All decisions on applications for admission to Gaelscoil Mhíchíl Cíosóg 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 Gaelscoil Mhíchíl Cíosóg, 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 Gaelscoil

Mhíchíl Cíosóg 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 board to provide a patron or another board of management with a list of the students in relation to whom-

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Gaelscoil Mhíchíl Cíosóg 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 Gaelscoil Mhíchíl Cíosóg 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.

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:

Applications for enrolment during the school year will be considered subject to school policy enrolment cap and available space.

Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area..

Applications to enrol into classes other than Junior Infants intake may be received by the school at any time during the year. In the event that the school is full the student will be placed on a transfer list (if an application to enrol is received). This list is populated in chronological order of receipt of application to enrol (stamped with the date of receipt in the office).

When a place becomes available in the school, then it will be offered to applicants on the transfer list in order.

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

This rule applies to all schools.

The board of Gaelscoil Mhíchíl Cíosóg 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.

Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## **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: Recommended statement:

A written request should be made to the Principal of the school.  
A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

## **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.

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.

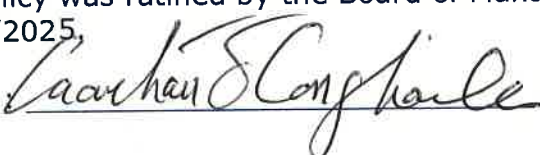
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

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 Gaelscoil Mhíchíl Cíosóg on 07/10/2025,

Signed  Chairperson, Board of Management

