

Scoil Phobail Béal Átha K-Amhnais

BALLYHAUNIS COMMUNITY SCHOOL



Admissions Policy



Admissions Policy of Ballyhaunis Community School

Roll number: 91461C

**School Patron/s:
The Provincial of the Congregation of the Sisters of Mercy,
Archbishop of Tuam,
MSL ETB**

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 23/09/2025. 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 Ballyhaunis Community School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Ballyhaunis School Community school is a co-educational multi-denominational post-primary school under the joint patronage of the Catholic Archbishop of Tuam and the Provincial of the Congregation of the Sisters of Mercy and Mayo, Sligo & Leitrim Education and Training Board (MSLETB).

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in September 1977. Ballyhaunis Community School was founded when the Mercy Convent, Vocational School and St. Patrick's college amalgamated. The Mercy Convent Secondary School opened in 1954 and was located in the grounds of the present St. Joseph's Primary School, Bridge St. Ballyhaunis. The Vocational School was located where Manor Brook Housing Estate now stands and was built in 1941. St. Patrick's College was on the site of the playing areas at the front of the present school and was opened in 1941. The present Community School caters for all the second level needs of the students in the catchment area and offers a wide curriculum reflecting the traditions of the previous schools.

The values of MSLETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Catholic Archbishop of Tuam and the Provincial of the Congregation of the Sisters of Mercy are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Ballyhaunis Community School are care, respect, community,

inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school (Ballyhaunis Community School) provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Ballyhaunis Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Ballyhaunis Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

Curriculum

Subject to the allocation and provision of adequate resources as provided for in the Education Act 1998:

Ballyhaunis Community School will endeavour to promote excellence in teaching and learning.

The school aim to provide a comprehensive curriculum, available equally and equitably to all.

The school aims to develop the whole person, through the provision of a wide and varied curriculum.

The school aims to identify the individual needs of students, including those who are gifted and those with special educational needs. It will endeavour to tailor programmes and curriculum to cater for identified individual needs.

The school promotes inclusivity through the curriculum for those assigned to special classes by integrating such students into mainstream in so far as possible and for their benefit.

The school, through the provision of extra-curricular activities, aims to develop each individual's strengths and interests. The aim through this provision is to promote a sense of teamwork and cooperation.

3. Admission Statement

Ballyhaunis Community School is inclusive in its enrolment and offers equal rights of access to all pupils.

The Board of Management makes decisions in relation to applications for enrolment and admission. The Board will be guided by the principles of natural justice. It will act in the best interest of all students, having due regard both for the rights of the individual student and the rights of the community of students.

Ballyhaunis Community 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.

Ballyhaunis Community 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.

Ballyhaunis Community School will comply with any direction served on the patron or the board, as the case may be, under section 17A and any direction served on the board under section 67(4B) of the Education Act.

4. Admission of Students

This school shall admit each student seeking admission 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

Special Class Admissions

Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report) AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism

5. Oversubscription

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

- Students from the traditional Feeder National Schools. (See Appendix 1)
- Students with siblings in the school

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:

- Places will be allocated by random selection
- Names will be placed in a hat
- This process will be overseen by the Board of Management.

6. What will not be considered or be 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) the payment of fees or contributions (howsoever described) to the school;
(except in the case of a PLC or further education and training course run by the school)
- (b) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (f) 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.

7. Decisions on applications

All decisions on applications for admission to Ballyhaunis Community 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

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

8. Notifying applicants of decisions

Unsuccessful applicants will be informed in writing 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.

9. 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 Ballyhaunis Community 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) a student's presence may impact negatively on the student body.
- (iv) 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.
- (v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in 9 above.

10. 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.

11. 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 Ballyhaunis Community 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 Ballyhaunis Community 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.

12. 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.

13. Procedures for admission of students to other years and during the school year

Admission of students who are not already admitted to the school to classes or years other than the school's intake group is dependent on the following:

- An Application/Enrolment Form must be submitted
- Completion of School Enrolment Form providing all information requested.
- In accordance with the Education (Welfare) Act 2000, Section 20, before registering a child as a student at the school, the parents/guardians of the child will be provided with a copy of the Code of Good Behaviour and will be requested, as a condition of admission to the school, to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child. Such acceptance of the Code of Behaviour will be requested at the beginning of each subsequent school year.
- Places being available in the year group and class group.

The Application will then be considered by the Board of Management

Admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, is dependent on the following:

1. An Application/Enrolment Form must be submitted
2. Completion of School Enrolment Form providing all information requested.
3. In accordance with the Education (Welfare) Act 2000, Section 20, before registering a child as a student at the school, the parents/guardians of the child will be provided with a copy of the Code of Good Behaviour and will be requested, as a condition of admission to the school, to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child. Such acceptance of the Code of Behaviour will be requested at the beginning of each subsequent school year.
4. Places being available in the year group and class group.

The Application will then be considered by the Board of Management

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

The board of Ballyhaunis Community 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.

15. Arrangements regarding students not attending religious instruction

Ballyhaunis Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

16. 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.

Approved by BOM on: 23/09/2025

Signed:  _____
Chairperson

Appendix 1:

Ballyhaunis Community School Feeder National Schools:

- Scoil Iosa, Ballyhaunis
- St. Joseph's N.S, Beka
- St. John's N.S, Logboy
- Cloonfad N.S.
- Granlahan N.S.
- Gorthaganny N.S.
- Carrick N.S.
- St. Brigid's N.S, Tooreen
- St. Mary's N.S, Aghamore
- Knock N.S.
- Ballinlough NS