

**Admission Policy
of
St. Joseph's N.S. Rehins
Ballina Co. Mayo
F26XY33**

**School Patron:
Archbishop Francis Duffy, Archbishop of Tuam and Apostolic
Administrator of the Diocese of Killala**

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 15th October 2025 and by the the Board of Management on 16th October 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 St. Joseph's N.S. Rehins admission process is set out in the school's annual admission notice which is published annually on the school's website blog at least one week before the commencement of the admission process for the school year concerned.

Notices will also be placed in the Parish Newsletter, local newspaper, website, social media sites, and at the entrance to the school, to notify parents that the school is accepting enrolment applications for the coming year. Enrolment is by written application only. Completed application forms should be returned by November 25th 2025. All applications must be fully completed for consideration

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

The application form for admission will be made available in hardcopy or soft copy on request to any person who requests it. The completed application form must be returned to the school within the timeline specified on the form. Failure to do so will be interpreted as a refusal of the offer to enrol.

2. Characteristic Spirit and general objectives of the school

St. Joseph's NS Rehins is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Tuam. "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, including the intellectual, physical, cultural, moral, and spiritual aspects; and
- (b) a living relationship with God and with other people; 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 St. Joseph's, Rehins, 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.

The Board of Management of St. Joseph's National School, Rehins, has an approved Admissions Policy. This Admission Policy complies with the

requirements of the Educational Act 1998, the Education (Admissions to Schools) Act 2018 and the Equal Status Act 2000. The school Admissions policy can be viewed on www.rehinsns.com

The annual Enrolment and admissions policy can also be viewed and downloaded here. Please adhere to the decision dates for admissions.

You can also contact the school office by phone 096 70093 or by email admin@rehinsns.com for information and to request a hard copy of the Enrolment Application Form if required.

The Principal, Rehins N.S., Rehins, Ballina Co Mayo F26XY33

3. Admission Statement

St.Joseph's N.S. Rehins 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 religious ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

- (j) 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.

All denominational schools

St. Joseph's N.S Rehins is a school whose objective is to provide education in an environment that promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proven that the refusal is essential to maintain the ethos of the school.

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

St. Joseph's N.S. Rehins, is a Mainstream school with SEN classes attached.

St. Joseph's N.S. Rehins. With the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with autism.

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

Professional report(s) outlining:

- ☐ Diagnosis of special educational needs (e.g. Autism (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. 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

Parents wishing to have their child enrolled in St. Joseph's N.S. Rehins, will be asked to do so by completing an Enrolment Form which is available in the office.

Applications are to be forwarded to the school before the communicated closing date for receipt of applications, of the year in which the child is expected to start school. Parents will be required to provide certain information before a child can be enrolled in the school. This information is specified in the school's enrolment form.

Special education classes.

The special classes attached to St. Joseph's N.S., Rehins, provide an education exclusively for students with ASD, as defined by the DES and the school will refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class

6a Oversubscription Special Class

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:

- Children who have left the Rehins NS Autism class and need to return to it.
- Children already attending the school who receive a new diagnosis
- Brothers/Sisters (including step-brothers/sisters, resident at the same address) of children already enrolled in the school – priority to oldest
- Children whose primary residence is in the Parish of Backs.
- Children of staff members
- Children for whom our Autism class is the nearest autism class to them.
- Children of past pupils, priority to closest to school (up to a maximum of 25%)

- All remaining pupils on a waiting list may then be considered based on their age, oldest first

6b . Oversubscription Mainstream class

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:

-
- Brothers/Sisters (including step-brothers/sisters, resident at the same address) of children already enrolled in the school – priority to oldest
- Children whose primary residence is in the Parish of Backs.
- Children of staff members
- Children of past pupils, priority to those living in school area (up to a maximum of 25%)
- All remaining pupils on a waiting list may then be considered based on their age, oldest first.

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. Joseph's 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 St. Joseph's N.S. Rehins, 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.

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 oversubscribed the order of priority (within each of the priority categories above) is determined by the date of birth of each child, with priority to the oldest.

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:

<p>(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;</p> <p>(b) the payment of fees or contributions (howsoever described) to the school;</p> <p>(c) a student's academic ability, skills or aptitude;</p> <p>(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;</p>
<p>(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission</p> <p>;</p> <p>(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;</p> <p>(g) the date and time on which an application for admission was received by the school,</p> <p>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</p>

8. 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).

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

In accepting an offer of admission from St. Joseph's N.S.Rehins 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.

10. 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. Joseph's N.S. Rehins 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.

11. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

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

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (v) 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).

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.

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.

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

- Pupils are only normally enrolled in the course of the school term if they are newly resident in the parish or returning to the school/parish. ●

Rehins N.S. will recommend that applicants seeking places after the commencement of the school year (up to 30th Sept) and who are attending schools in the locality, join at the beginning of the next term. (Christmas, Easter and Summer)

- An enrolment form requiring basic general information as well as information about previous schools attended must be completed by parents/guardians.
- Pupils enrolling in the school will be placed by the Principal in an appropriate class based on age and classes completed on enrolment.
- It is a requirement of the Board of Management that information concerning attendance at the child's previous school

and his/her educational progress be communicated between schools (as per Education Welfare Act 2000).

□ The principal may ask that an application would be considered by the Board of Management and parents will be notified of the Boards decision regarding their application within 21 school days from the date of receipt of the Application Request Form.

- Pupils wishing to enrol are subject to the Rules governing National Schools, as well as our own school's enrolment policy.

14. Declaration in relation to the noncharging of fees

The board of St.Joseph's N.S. Rehins, 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.

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 have 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:

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

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.

□

15. Implementation and Review

This Policy will be reviewed, as deemed necessary, by the Board of Management.

16. Policy Ratification

The policy was ratified by the Board of Management of St. Joseph's Rehins:

Signed-*Fergal Breslin*

Chairperson

Signed -*Fiona Bourke*

Principal