Admission Policy

Sligo School Project

Abbey Quarter, Sligo

Roll Number 19910U

Patron: Sligo School Project CLG

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 **12th February 2026**. It is published on the school's website and is available in hardcopy on request through the school office.

The relevant dates and timelines for the 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 is available in hardcopy on request through the school office.

2. Characteristic spirit and general objectives of the school

The ethos of the school reflects a society in which there are many social, cultural and religious strands. It is based on five fundamental principles of Sligo School Project:

The multi-denominational and equality-based principle - whereby access to the school is independent of social, cultural and religious background.

The co-educational principle – whereby the school setting provides equal opportunities for all children irrespective of gender.

The child-centred principle – whereby the child is seen to be the author of its own learning.

The democratic principle – whereby the school is sensitive to the needs and aspirations of different status groups, encouraging active participation by parents whilst positively affirming the professional role of teachers.

The open communication principle – whereby the school is committed to ensure proper and open communication among parents, teachers and the school community.

These principles are rolled out in highly cooperative daily practice between adults and children in the school with an emphasis on self-governance and self-determination amongst

the children. Teachers are called to follow the aspirations formulated in the Core Curriculum of Sligo School Project, specifically to

- Raise awareness and appreciation of our multicultural society.
- Engage with various religious beliefs, festivals and practises as well as world views which disbelieve in the existence of a supreme being or supreme beings without dogma, prejudice or indoctrination.
- Foster a sense of confidence and self-worth.
- Address emotions such as joy, enthusiasm, desire, grief, frustration, anger and disappointment with overall approval, acknowledgement for their reasons and the intent to understand them in their social origins.
- Support the development of individual talents, and encourage initiative, independence in thought and action as much as solidarity and empathy.
- Encourage a climate of critical analysis in all areas of school life.
- Promote equality among the sexes and to cultivate attitudes of care and respect towards the rights of others.
- Address the issues arising as a consequence from being in groups, large or small, voluntary or compulsory, like group think, peer pressure, mutual support and team spirit.
- Promote a culture of conflict resolution in a respectful and open minded manner.
- Promote an active and responsible role in caring for the environment.
- Raise awareness towards the hegemonic role of mass media and the presentation of consumer goods.
- Raise awareness of human rights, equality and justice in society.

Above all Sligo School Project is dedicated to the happiness, welfare and education of its pupils.

3. Admission Statement

Sligo School Project 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, colour, nationality or ethnic or national origins 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 colour, nationality or ethnic or national origins', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

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

Sligo School Project is not a Special School or a mainstream school with a special class attached.

5. Multigrade Classes

Sligo School Project organises its classes as multigrade classes. In the school year 2026/2027 it is envisaged to run three multigrade classes.

6. Admission of Students

Sligo School Project will admit students seeking admission except where

a) the school is oversubscribed (please see section 8 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

c) Where a student is less than 4 years of age on the 1st of September of the school year concerned.

d) Where an application is made by a person who is neither the parent nor the legal-guardian of this child.

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,

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 other than siblings of a student attending.

g) The date and time on which an application for admission was received by the school, 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.

8. 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) Siblings of children in the school

b) Age, by the earlier date of birth of student

All offers are made on the basis that the child is in a position to take up the school place at the beginning of the new school year.

9. Late Applications

All applications for admission for the start of the school year 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place in line with admission policy if there is a place available.

In case of the school being oversubscribed late applicants will be placed on the waiting list. Their position on the waiting list will be in order of date of receipt of application, after those applicants who applied within the time frame designated in the admission notice. If two late applicants are received on the same date, the applicants will be offered a place or placed on a waiting list by way of a lottery.

10. 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 Sligo School Project were unsuccessful due to the school being oversubscribed will be compiled for each of the multigrade classes and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Sligo School Project 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. Waiting lists will expire at the end of each school year.

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

11.1 Admission of students to other years

Applications for admission of students for the start of the school year to other years than the designated intake group will be considered in line with the regulations applied to the intake group.

11. 2. Admission of students during the school year

Applications for admission of students to start attending Sligo School Project during the school year, i.e., at other dates than the beginning of the school year, will be accepted no earlier than six weeks in advance of the envisaged starting date.

Applications submitted for admission of students to the school during the school year will be considered subject to available space.

Applicants will be informed in writing as to the decision of the school, within three weeks of the date of submitting the application for admission.

If a student is offered a place in Sligo School Project the applicants shall confirm acceptance of the offer within three weeks of issue of the offer. In accepting an offer of admission from Sligo School Project, 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.

If the acceptance of the offer of admission is not confirmed within three weeks the board reserves the right to withdraw the offer.

If a student is not offered a place in Sligo School Project, 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).

12. Decisions on applications

All decisions on applications for admission to Sligo School Project 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

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.

13. 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 but no later than three weeks after the closing date for accepting applications as 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).

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

In accepting an offer of admission from Sligo School Project, 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.

15. 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 Sligo School Project 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 14 above.

Note: Any place offered to the applicant, is valid for the relevant school year only. If the applicant later decides they wish to attend the following year, then the offer of a place should be declined by the applicant and a new enrolment form completed for the required school year in line with the relevant school year policy and timeframe.

16. 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 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)

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

The board of Sligo School Project 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.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998.

Right of appeal

Under section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of

management prior to making an appeal under section 29 of the Education Act 1998. (See Review of Decisions by the Board of Management)

Appeals under section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

19. Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

20. Education (Provision in respect of Children with Special Educational Needs) Act 2022

Sligo School Project will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

Sligo School Project will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Ratification: 12th February 2026

Anna Kenny

Chairperson of the Board of Management.